OTCnet[SM]

Deposits Made Simple

Chapter 8: Setting Up and Configuring Check Capture Offline

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for *Setting Up and Configuring Check Capture Offline* includes:

- Check Capture Administrator
- Check Capture Supervisor
- Check Capture Lead Operator
- Check Capture Operator

Overview

Welcome to *Setting Up and Configuring Check Capture Offline*. In this chapter, you will learn:

- Purpose of Setting Up and Configuring Check Capture Offline
- Download and Install OTCnet Offline Check Capture Software
- Retrieve a Check Capture Administrator Profile
- Manage OTC Endpoints
- Manage User Profiles
- Manage Offline Users
- Manage a Check Capture Terminal
- View a Audit Log
- Recover a Batch

Topics

This chapter is organized by the following topics:

- Topic 1. Purpose of Setting Up and Configuring Check Capture Offline
- Topic 2. Download and Install OTCnet Offline Check Capture Software
- Topic 3. Retrieve a Check Capture Administrator Profile
- Topic 4. Manage OTC Endpoints
- Topic 5. Manage User Profiles
- Topic 6. Manage Offline Users
- Topic 7. Manage a Check Capture Terminal
- Topic 8. View a Audit Log
- Topic 9. Recover a Batch

Topic 1. Purpose of Setting Up and Configuring Check Capture Offline

OTCnet Offline allows an OTC Endpoint to scan checks and close batches without internet connectivity. Online functions (such as upload a batch, acknowledge a batch, or manage OTC Endpoints or users), however, require the appropriate permission in addition to internet connectivity. Figure 1, the Offline/Online Functions and User Matrix illustrates the functions of each user role and whether they are performed Online or Offline.

Table 1. Offline/Online Functions, Internet Connectivity, and User Matrix

Function	OTCnet Offline	OTCnet Online	Requires Internet Connectivity	User
Download and Install* OTCnet Offline Check Capture Software		●	●	**CCA**
Retrieve a Check Capture Administrator Profile	●		●	**CCA**
Manage OTC Endpoints	●		●	**CCA, CCS, CCLO**
Manage User Profiles	●			**CCA**
Manage Offline Users	●			**CCA**
Manage a Check Capture Terminal	●			**CCA, CCS**
View an Audit Log	●			**CCA, CCS, CCLO**
Recover a Batch	●			**CCS**

CCA = Check Capture Administrator, CCS = Check Capture Supervisor, CCL/O = Check Capture Lead Operator or Check Capture Operator

* Installation does not require the user to be logged into either OTCnet Online or Offline, and it does not require internet access.

Topic 2. Download and Install OTCnet Offline Check Capture Software

If you are assigned the role of **Check Capture Administrator (CCA)**, you can manually download and install the OTCnet Offline Check Capture software by logging onto OTC Online and accessing the Administration tab, or you can request a copy of the software on CD.

The downloading and installing OTCnet Offline software allows for capturing checks in an Offline environment, managing batches, uploading and acknowledging batches (requires internet connectivity), and managing users. It is important to note that the Offline software must be downloaded and installed for each terminal.

Download OTCnet Offline Check Capture Software

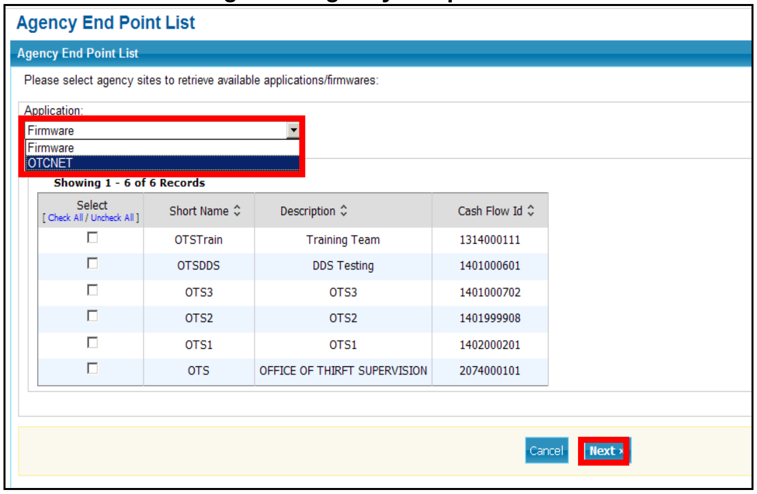
To download OTCnet Offline Check Capture software, complete the following steps:

1. Click the **Administration** tab and then **Manage Check Processing.** Select **Manage Centralized Deployment** and then **Download Release** (see Figure 1 below).

Figure 1. Download Release

2. The *Agency Endpoint List* page appears. From the Application drop-down menu, select **OTCnet** and then click **Next** (see Figure 2 below).

Figure 2. Agency Endpoint List

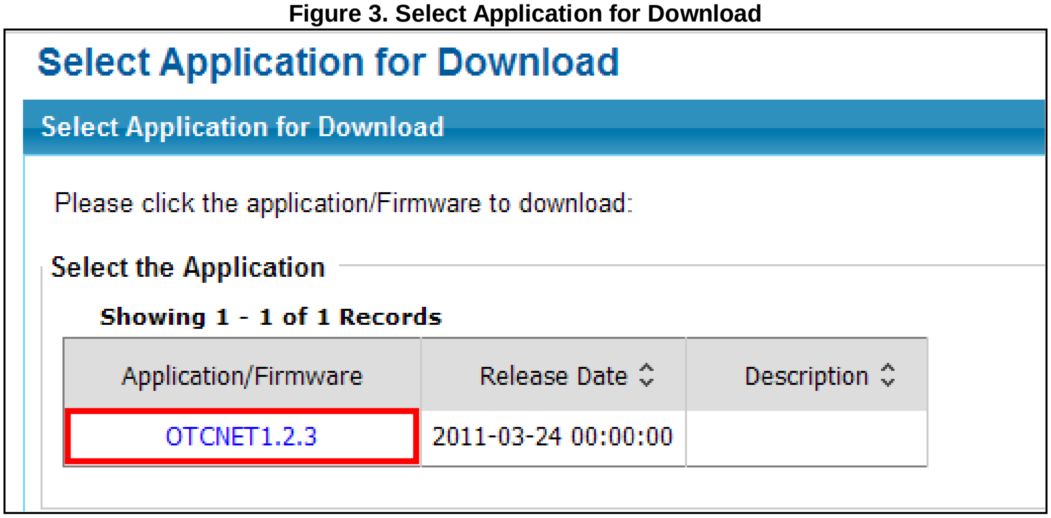


Note: By default, the Application drop-down menu is set to Firmware

Note: As a best practice, click the **Next** button **without** selecting individual OTC Endpoints. This will allow a user to view all releases available for download.

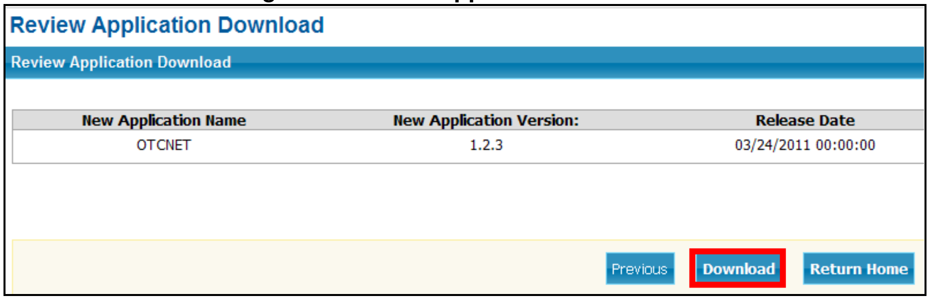
3. The *Select Application for Download* page appears. Click the **OTCnet** Application/Firmware hyperlink to download the OTCnet Offline software (see Figure 3 below).

Figure 3. Select Application for Download



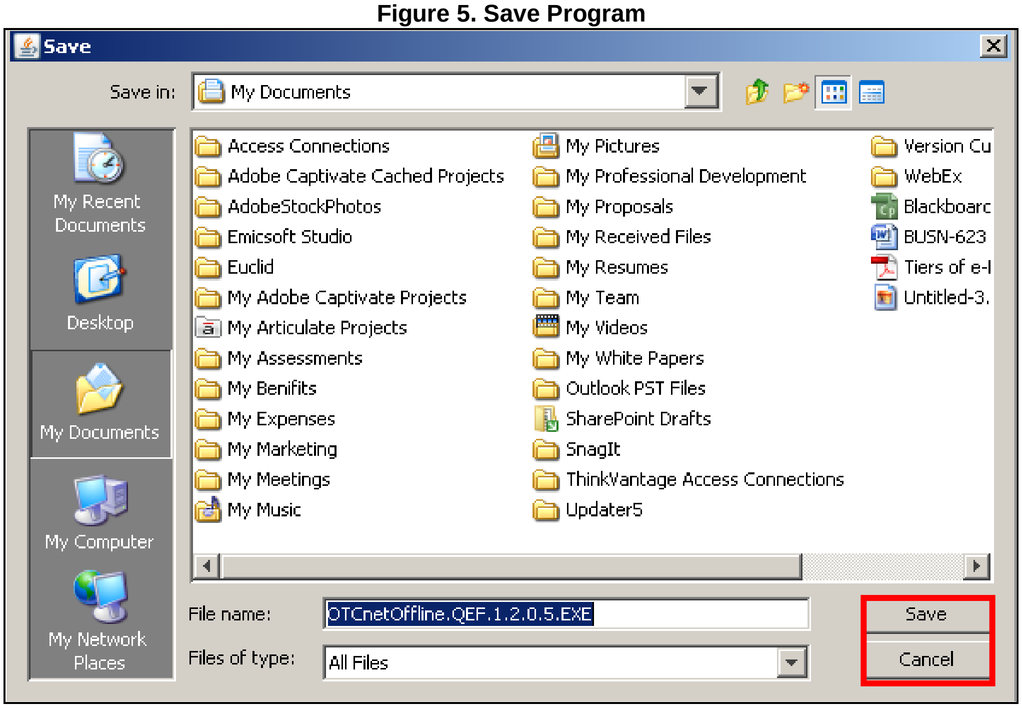
4. The *Review Application for Download* page appears. Once you have verified the application name and version, click **Download** to continue (see Figure 4 below).

Figure 4. Review Application Download



5. The *Save Program* dialog box appears. Click **Save** or **Cancel**. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the *OTCnet Check Capture Application Download* page without saving the file (see Figure 5 below).

Figure 5. Save Program



Note: Once the application is successfully installed, the OTCnet Offline icon appears on your terminal's desktop and in your Start menu under Programs.

Download OTCnet Offline Check Capture Software

To download the OTCnet Offline Check Capture Software, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing** then **Manage Centralized Deployment**.
3. Click **Download Release**. The *Agency Endpoint List* page appears.
4. From the **Application** drop-down menu, select **OTCnet**.

> **Application Tip**
> By default, the **Application** drop-down menu is set to **Firmware.**

5. Click **Next**. The *Select Application for Download* page appears.

> **Application Tip**
> As a best practice, click the **Next** button without selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download regardless of whether or not it has been assigned to that OTC Endpoint.

> **Application Tip**
> Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet. **Note**: Selecting an agency (OTC Endpoint) is not required or recommended.

6. Click the **OTCnet** hyperlink to download the software. The *Review Application Download* page appears.
7. Click **Download**. The *Save Program* dialog box appears.

8. Click **Save** or **Cancel**. The **OTCnet Offline** icon appears on the terminal's desktop and on your Start Menu under Programs once the application is successfully installed.

> **Application Tip**
>
> If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> Click **Previous** to return to the previous page.
> Click **Return Home** to the OTCnet Home page.

Install OTCnet Offline Check Capture Software

After the OTCnet Offline Check Capture Software is downloaded, the next step is to install the software (must be done for each terminal). The Offline software was developed to provide the same functionality offered by OTCnet online to agencies that cannot rely on a consistent online connection.

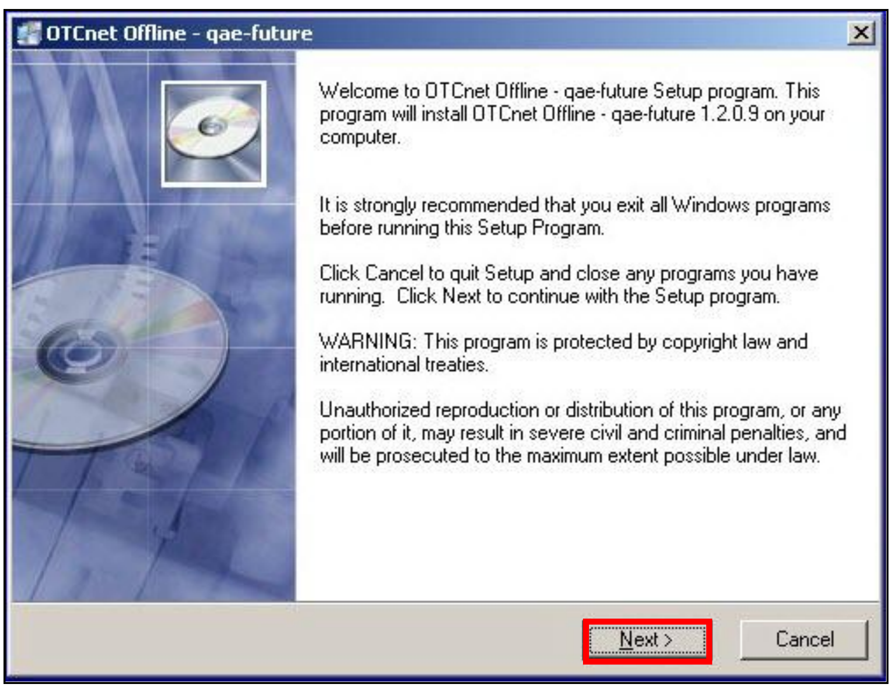
To install the OTCnet Offline Check Capture software, complete the following steps:

1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the **OTCnet Offline.exe** icon (see Figure 6 below).

Figure 6. OTCnet Offline Icon

2. The *Welcome to the OTCnet Offline* dialog box appears. Click **Next** to continue (see Figure 7 below).

Figure 7. Welcome to OTCnet Offline Setup

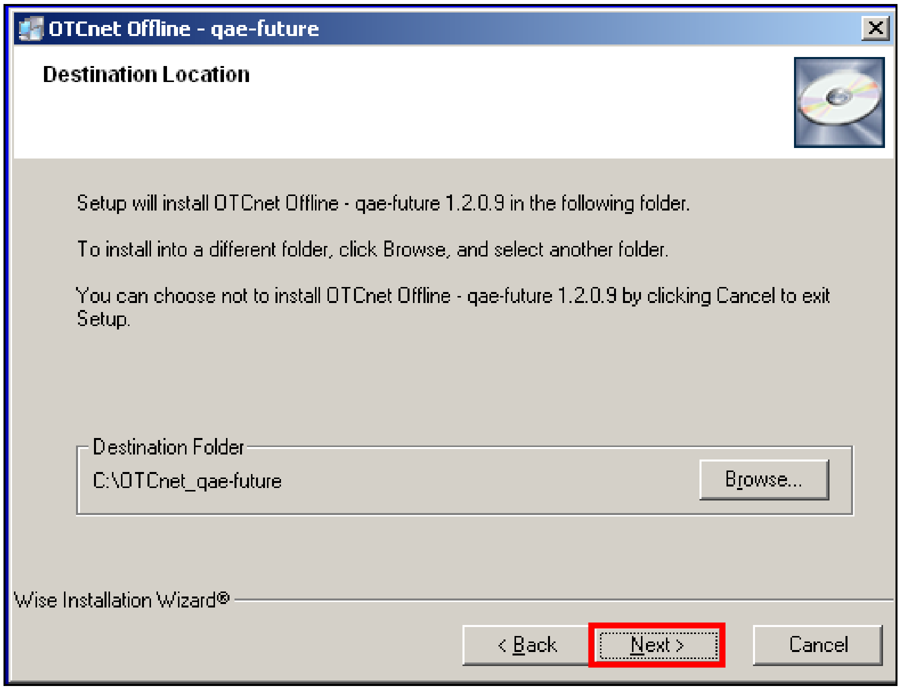


Note: Figures 7, 8, 9, and 11 illustrate OTCnet Offline qae-future Setup, however, a user will also have the option to download and set up a production version of the software.

3. The *OTCnet Offline Destination Location* dialog box appears. Click **Next** to continue (see Figure 8 below).

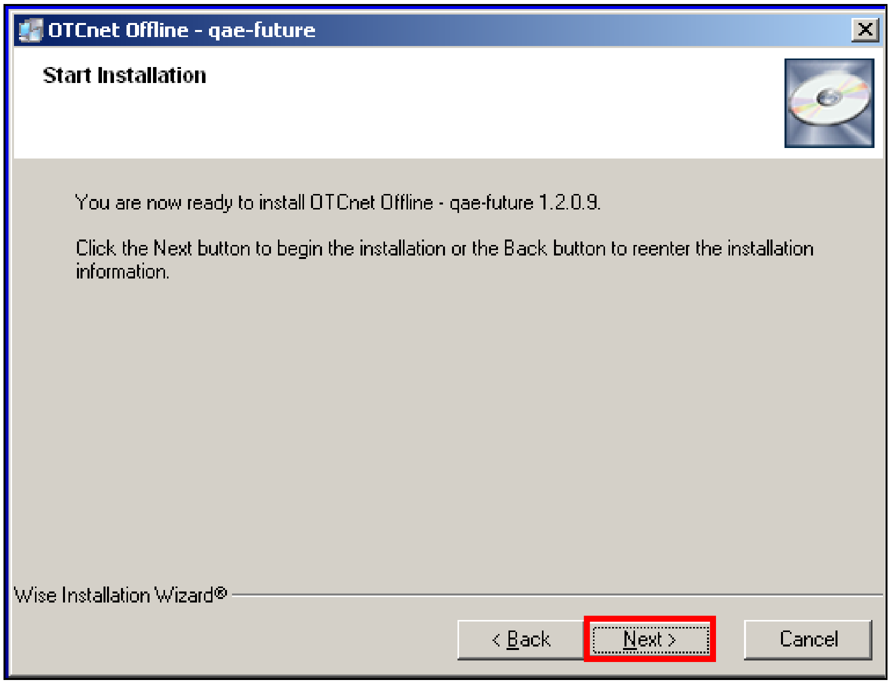
   Note: If you do not want the software to install the default folder destination, click **Browse** to select a different folder.

Figure 8. OTCnet Offline Destination Location



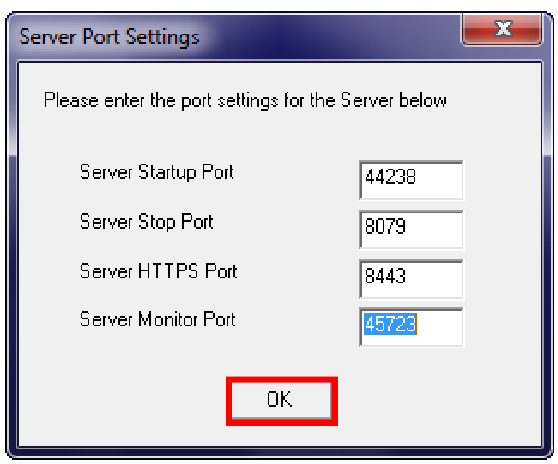
4. When the *OTCnet Offline Start Installation* dialog box appears, click **Next** to continue (see Figure 9 below).

Figure 9. OTCnet Offline Start Installation



5. The *Server Port Setting* Dialog box appears. Enter the appropriate values and click **OK** (see Figure 10 below).

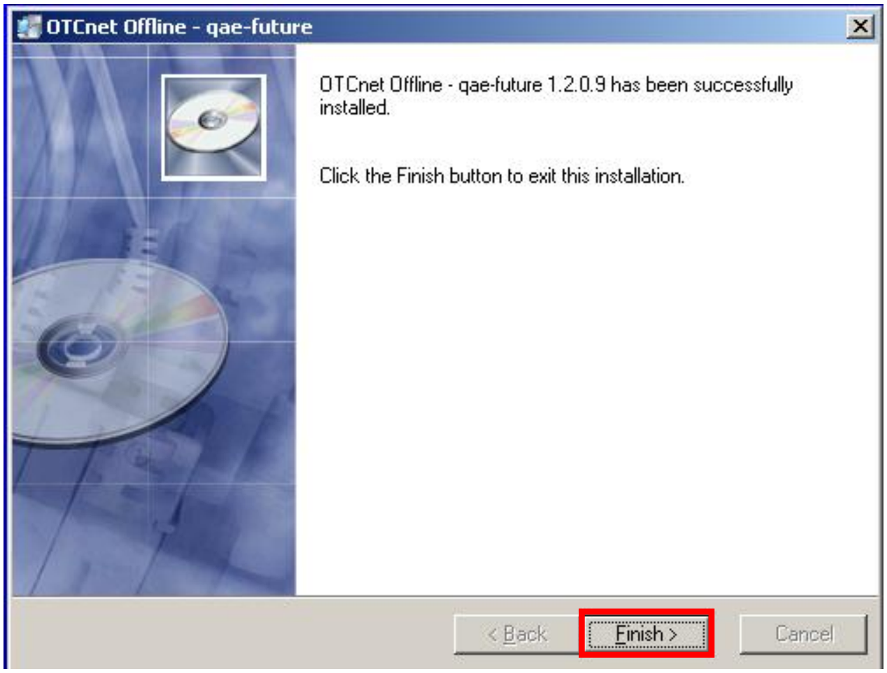
Figure 10. Offline Set up- Ready to Install Application



Note: The Server Port Settings are pre-populated with the default values.

6. The *OTCnet Offline Successful Installation* dialog box appears. Click **Finish** to complete the installation (see Figure 11 below).

Figure 11. OTCnet Offline Successful Installation



Install OTCnet Offline Check Capture Software

To install the OTCnet Offline Check Capture software, complete the following steps:

1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the OTCnet Offline.exe icon. The *Welcome to the OTCnet Offline Installation Wizard* dialog box appears.

2. Click **Next**. The *Destination Location* dialog box appears.

3. Click **Next**. The *Start Installation* dialog box appears.

> **Application Tip**
>
> To install the software to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.

4. Click **Next**. The *Server Port Settings* dialog box appears.

> **Application Tip**
>
> The Server Port Settings are pre-populated with the default values.

> **Application Tip**
>
> If your location has specific **Server Port Settings,** enter the **Server Start Port**, **Server Stop Port details**, **Server HTTPS Port**, and **Server Monitor Port** details.

5. Click **OK**. The *Installing* dialog box appears. Wait a moment while the files install.

6. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**.

> **Application Tip**
>
> After the OTCnet Offline is successfully installed a **OTCnet Offline** icon appears on the terminal's desktop and on your Start Menu under Programs.

Topic 3. Retrieve a Check Capture Administrator Profile

After the OTCnet Offline Check Capture software is downloaded and installed, the next step is to retrieve (download) the **Check Capture Administrator's (CCA)** profile. To retrieve your **CCA** profile, accesses the OTCnet Offline icon on your terminal's desktop, and once the Internet Explorer browser opens to the OTCnet Offline Login page, click the Retrieve Admin Profile hyperlink. This step is required if this is the first time that you have accessed OTCnet Offline on that terminal.

To download your Administrator profile offline, enter in your Online User ID and Password, and specify the Proxy settings for the terminal (if required). Once your credentials are confirmed, the system will connect with the OTCnet Online server, validate your credentials, and download your Administrator Profile locally. You will then be prompted to enter in a new Permanent Password for your offline account. Once completed, you will be returned to the login page to re-login to Offline OTCnet.

Note: Your password for offline does not need to match your online account credentials.

In the event that you forget both your online and offline passwords, contact the Customer Service Team at (866) 945-7920 to reset your online password. Then log in to OTCnet Online and re-establish a permanent password. Once the password is reset in online mode, you will need to access OTCnet Offline while connected to the internet and repeat steps to retrieve your administrator profile.

Retrieve an Administrator Profile

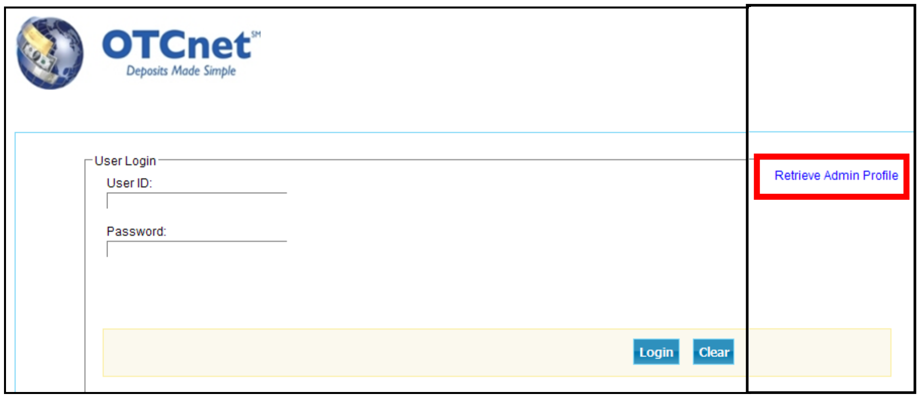
To retrieve an administrator profile, complete the following steps:

1. Double-click the **OTCnet Offline** icon located on the terminal's desktop to begin running the application (see Figure 12 below).

Figure 12. OTCnet Offline Icon

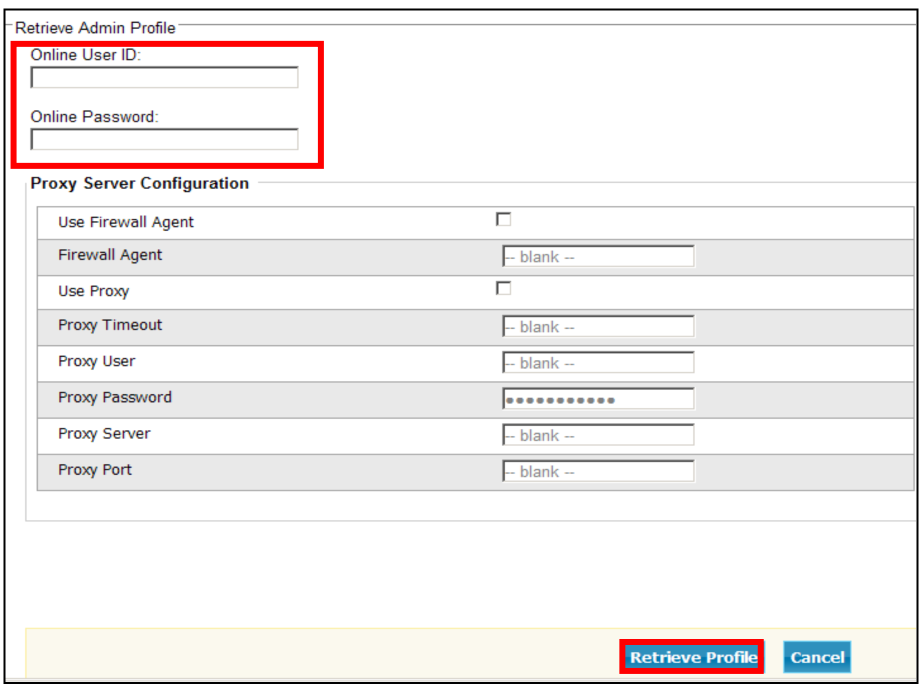
2. Click the **Retrieve Admin Profile** hyperlink to begin the process of downloading the **Check Capture Supervisor** profile (see Figure 13 below).

Figure 13. OTCnet Offline Home Page



3. Once the *Retrieve Admin Profile* page appears, enter your **Online User ID** and **Online Password** and click **Retrieve Profile** (see Figure 14 below).

Figure 14. Retrieve Admin Profile Online Credentials



Note: If applicable, configure the proxy server settings. The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before the system times out. The maximum allowed timeout is 30 minutes

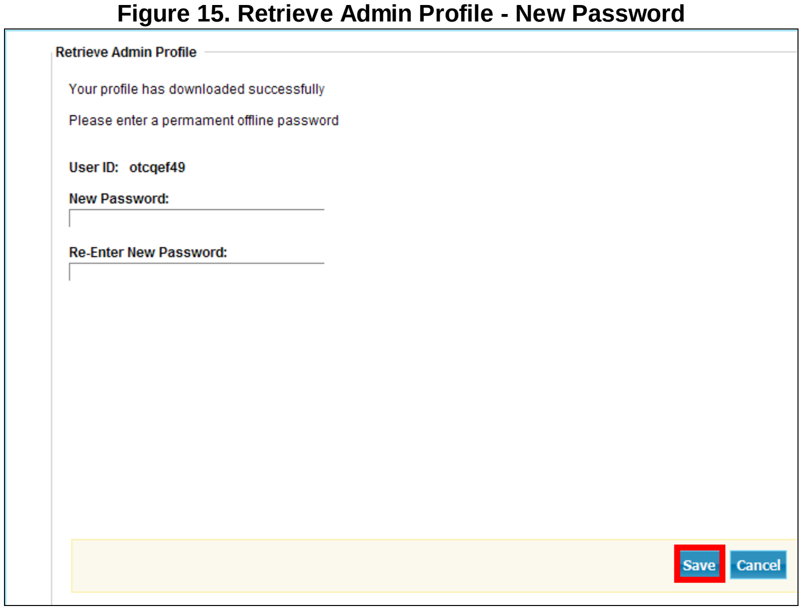
- Enter the **Proxy Password**
- Enter the **Proxy Server**
- Enter the **Proxy Port**

Note: If the **Use Firewall Agent** option is enabled, then the **Fire Agent** is available for configuration and the agent name can be entered.

- Check **Use Proxy**
- Enter the **Proxy Timeout**

7. Enter your **New Password, Re-enter New Password,** and click **Save** (see Figure 15 below).

Figure 15. Retrieve Admin Profile - New Password



Note: Password Criteria
Must be at least 8 characters long
Must contain at least one upper case letter
Must contain at least one lower case letter
Must contain at least one numeric character
Must not have more than two repeating characters
Must not repeat any of your last ten passwords
Must not have been your password during the last ten days
Must not be a word in a language, slang, dialect, or jargon
Must not be related to personal identity, history, environment, or other personal associations
Must not be shared or displayed in plain view

When you finish entering the passwords, click **Save.** A *Confirmation* page appears, stating your new password has been set.

Retrieve a Check Capture Administrator Profile

To retrieve a Check Capture Administrator profile, complete the following steps:

1. Double-click the **OTCnet Offline** icon located on your terminal's desktop.

> **Application Tip**
>
> If the **OTCnet Offline** icon does not reside on the terminal's desktop or on your Start Menu under Programs, download and install the OTCnet Offline Check Capture software. Refer to the *Download OTCnet Offline Check Capture Software* and *Install OTCnet Offline Check Capture Software* printable job aids.

2. Click the **Retrieve Admin Profile** hyperlink. The *Retrieve Admin Profile* page appears.

3. Enter your **Online User ID** and **Online Password**.

4. Under **Proxy Server Configuration**, *if applicable*

   - Check **User Firewall Agent**
     - Enter the **Firewall Agent**
   - Check **Use Proxy**
     - Enter the **Proxy Timeout**
     - Enter the **Proxy Password**
     - Enter the **Proxy Server**
     - Enter the **Proxy Port**

> **Application Tip**
>
> If **Proxy Server Configuration** settings are entered, they will be saved in the system and can later be viewed and modified in **Terminal Configuration**.

> **Application Tip**
>
> If the **Use Firewall Agent** option is enabled, then the **Firewall Agent** is available for configuration and the agent name can be entered.

Application Tip

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

Application Tip

The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before giving up. The maximum allowed timeout is 30 minutes.

5. Click **Retrieve Profile**.

6. Enter your **New Password**, and **Re-Enter New Password**.

Application Tip

Password Criteria

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

7. Click **Save**. A *Confirmation page* appears stating your new password has been set.

Application Tip

After the profile is successfully downloaded and permanent password was set, you will be prompted to log in to the offline application with your new password.

Application Tip

If the profile download was unsuccessful, a message appears stating that the profile download was unsuccessful and to please contact Customer Service for assistance

Topic 4. Managing OTC Endpoints

After the **Check Capture Administrator's (CCA)** profile is downloaded to the terminal, as the **CCA** you have the ability to manage OTC Endpoints. Managing OTC Endpoints allows for the user to select which OTC Endpoint(s) (CHK) and OTC Endpoint information will be downloaded to the OTCnet Offline Check Capture application.

Before OTC Endpoints can be managed, you must access OTCnet Offline application and enter your online User ID and password. Once connectivity is established to the Online server from OTCnet Offline the system will retrieve all OTC Endpoints (CHK) (ALC+2, Short Name, and Description) that you have access to Online. After the system has successfully retrieved all accessible OTC Endpoints (CHK), you will be redirected to the OTC Endpoint selection screen.

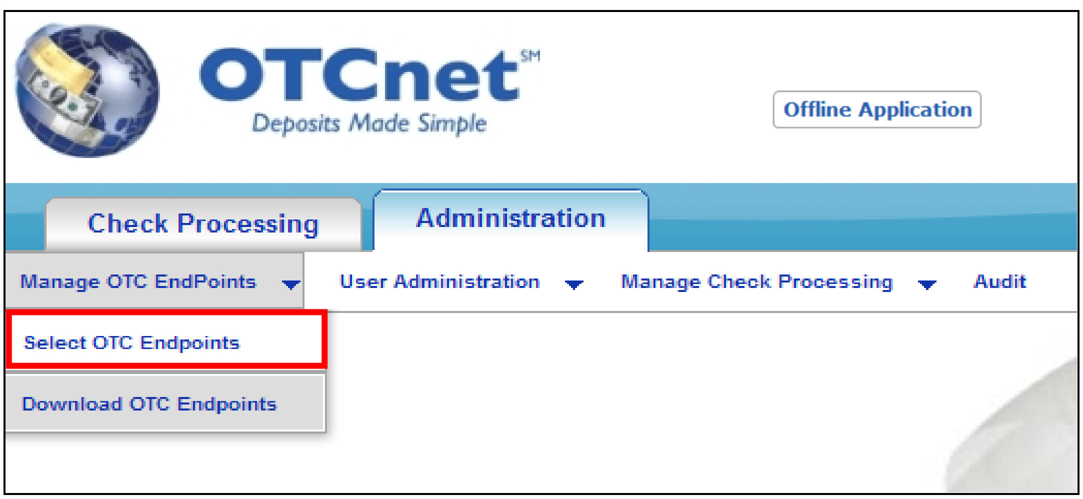
Once the OTC Endpoints are saved to the local offline database, perform the Download OTC Endpoints function to retrieve the form and form data, DDS flags (DoD only), and other OTC Endpoint information necessary to perform check scanning in Offline mode. This function can be performed anytime there is internet connectivity and can also be performed by a **Check Capture Supervisor (CCS)** or **Check Capture Lead Operator (CCLO)**.

Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

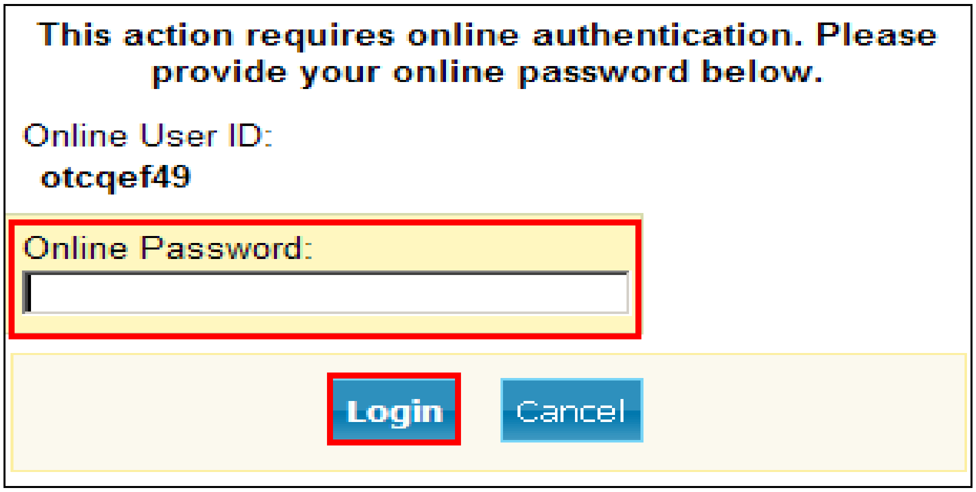
1. Click the **Administration** tab, select **Manage OTC Endpoints** and then click **Select OTC Endpoints** (see Figure 16 below).

Figure 16. Select OTC Endpoints



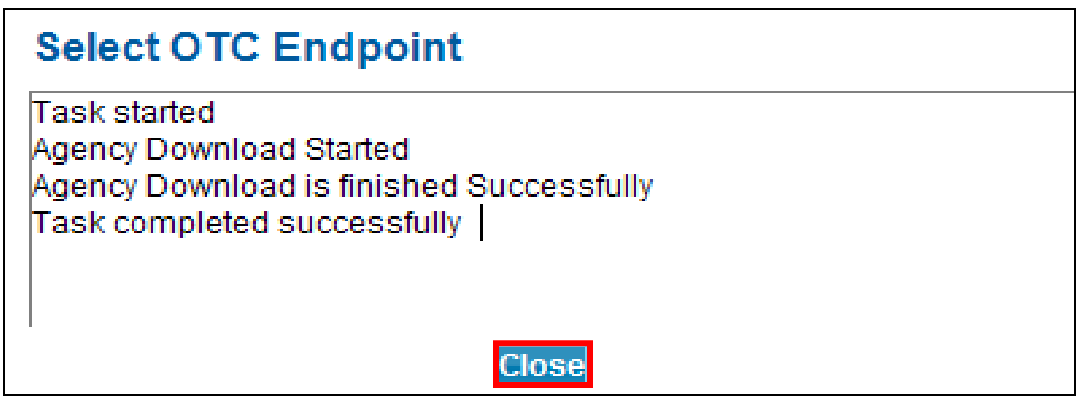
2. Once the *Online User ID and Online Password* dialog box appears, enter your **Online Password** and click **Login** (see Figure 17 below).

Figure 17. Online Password



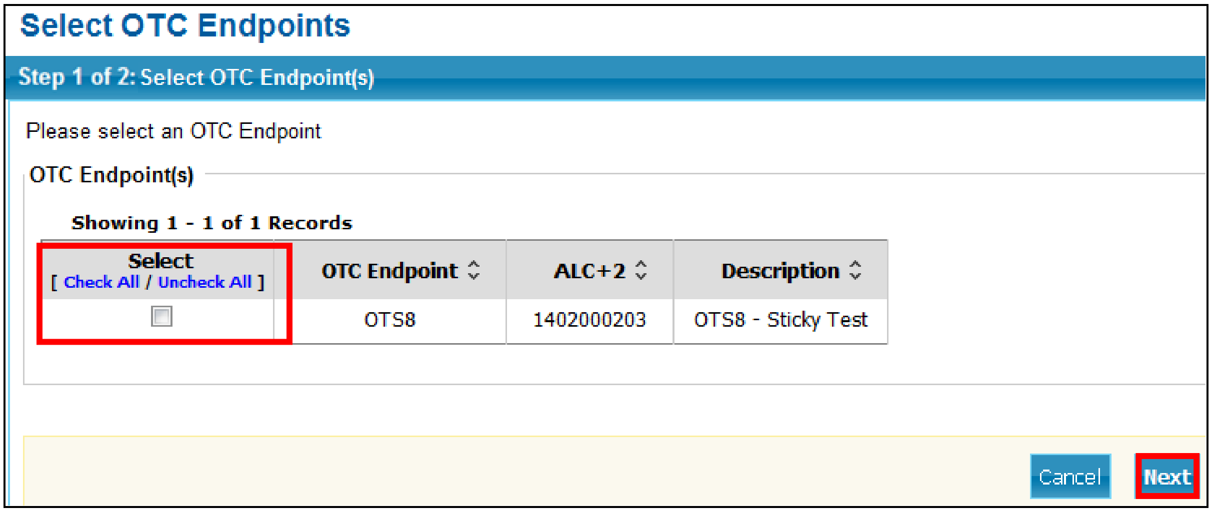
3. When the *Select OTC Endpoints Download* dialog box appears, the system retrieves the Short Name, Description, and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online. Upon *Task completed successfully,* click **Close** (see Figure 18 below).

Figure 18. Agency Download



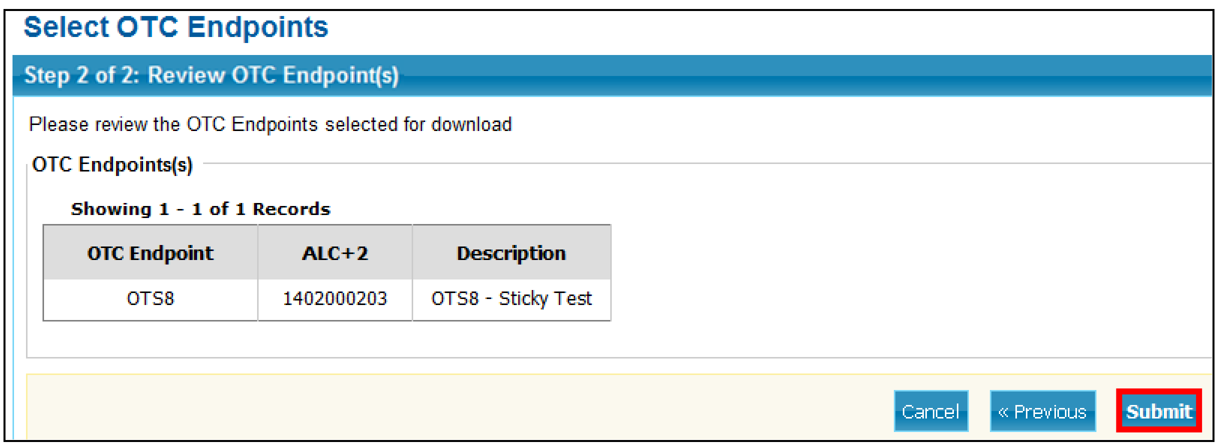
4. When the *Step 1 of 2: Select OTC Endpoint(s)* page appears, select **OTC Endpoint(s)** that you want to download to the OTCnet Offline Check Capture application by checking the box(es) in the **Select** column and click **Next**(see Figure 19 below).

Figure 19. Select OTC Endpoints



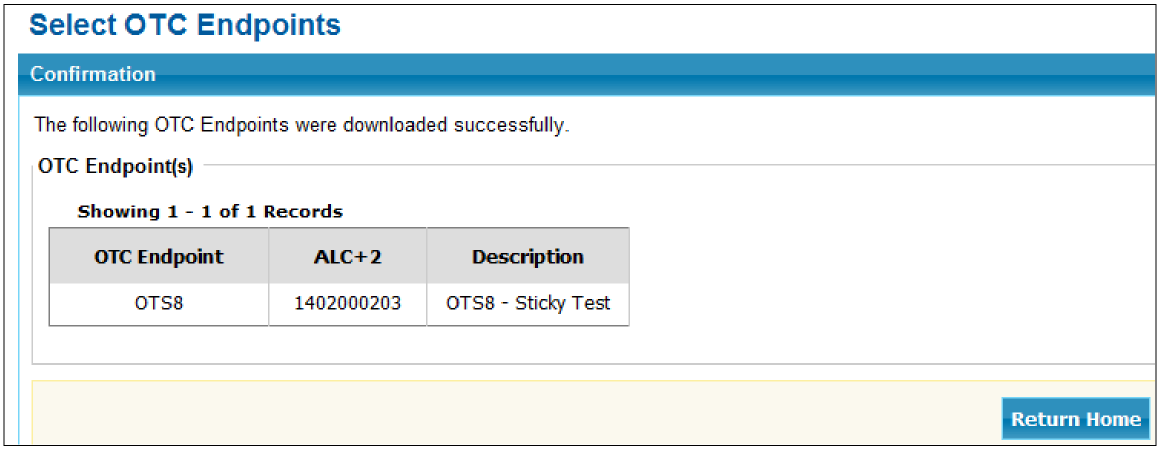
5. The *Step 2 of 2: Review OTC Endpoint(s)* page appears. Verify the OTC Endpoints that will be downloaded and click **Submit** (see Figure 20 below).

Figure 20. Review OTC Endpoints



6. A *Confirmation* page appears showing the OTC Endpoints that have been successfully saved into the local offline database (see Figure 21 below).

Figure 21. OTC Endpoint Confirmation



Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Select OTC Endpoints**. The *Online User ID and Online Password* dialog box appears.
3. Enter your **Online Password** and click **Login**. The *Select OTC Endpoint Downloads* dialog box appears.

> **Application Tip**
> Enter your password that you use to access OTC Online.

> **Application Tip**
> The system retrieves the Short Name, Description and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online.

4. Click **Close**. The *Step 1 of 2 Select OTCnet Endpoint(s) page appears with Select OTC Endpoint* message.

> **Application Tip**
> It is highly recommended that the **Cancel** button is not clicked. Instead, wait for the **Close** button to ensure the OTC Endpoints (CHK) display on the *Select OTC Endpoints* page.

> **Application Tip**
> When the *Select OTC Endpoints Task dialog box* appears, the system downloads the OTC Endpoint information (CHK) (Short Name, ALC+2, and Description).

5. Select the OTC Endpoint(s) that you want to download to the OTCnet Offline Check Capture application by checking the check box(es) under the **Select** column.

> **Application Tip**
>
> Only active OTC Endpoints (CHK) to which a user has access will be listed. OTC Endpoints (TGA) will not be displayed.

6. Click **Next**. The *Step of 2 of 2 Review OTC Endpoint(s)* page appears.

7. Verify that the following OTC Endpoints should be saved to the database and click **Submit**.

8. A *Confirmation page* appears showing the OTC Endpoints have been successfully saved into the local offline database.

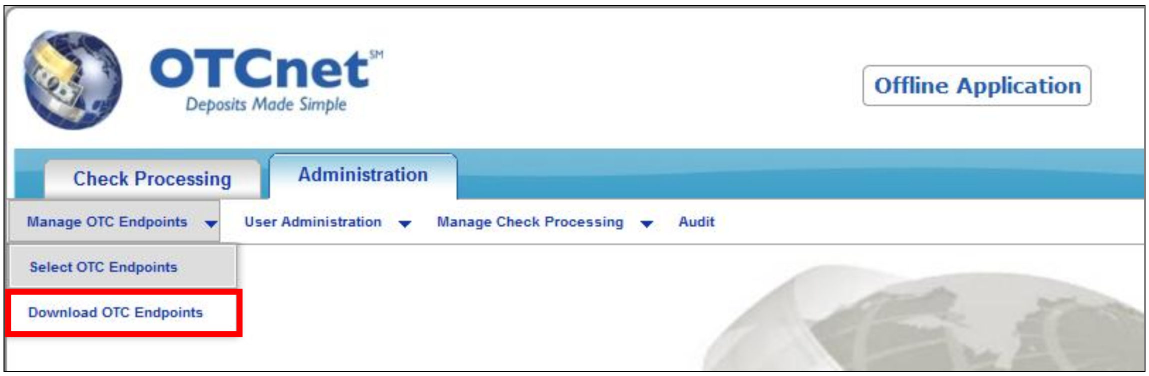
> **Application Tip**
>
> Additional button on the page that help you perform other tasks:
> - Click **Return Home** to the OTCnet Home Page

Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

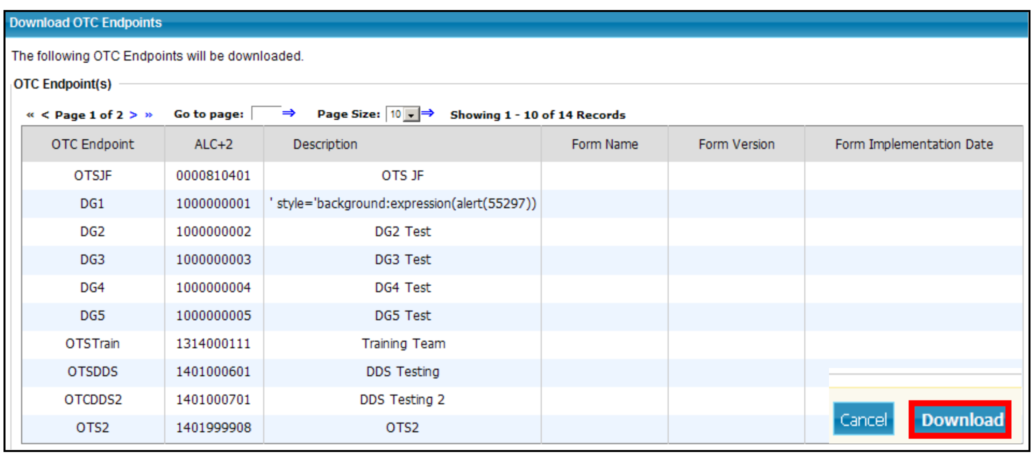
1. Click the **Administration** tab, select **Manage OTC Endpoints** and then click **Download OTC Endpoints** (see Figure 22 below).

Figure 22. Download OTC Endpoints



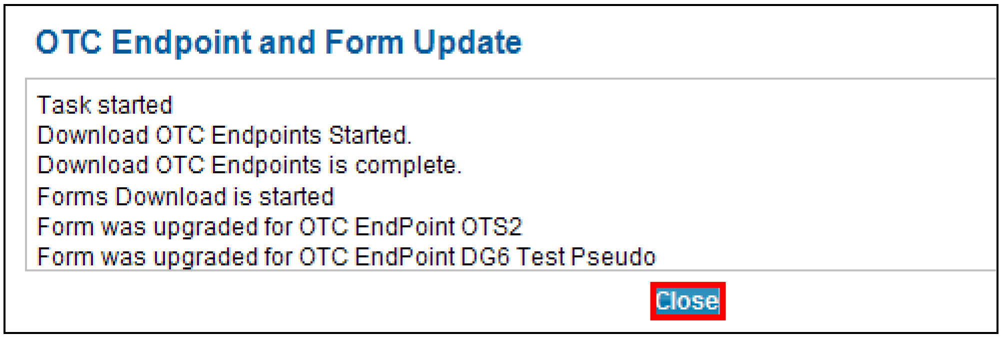
2. Once the *Download OTC Endpoints* page appears, click **Download** (see Figure 23 below).

Figure 23. Download OTC Endpoints Review



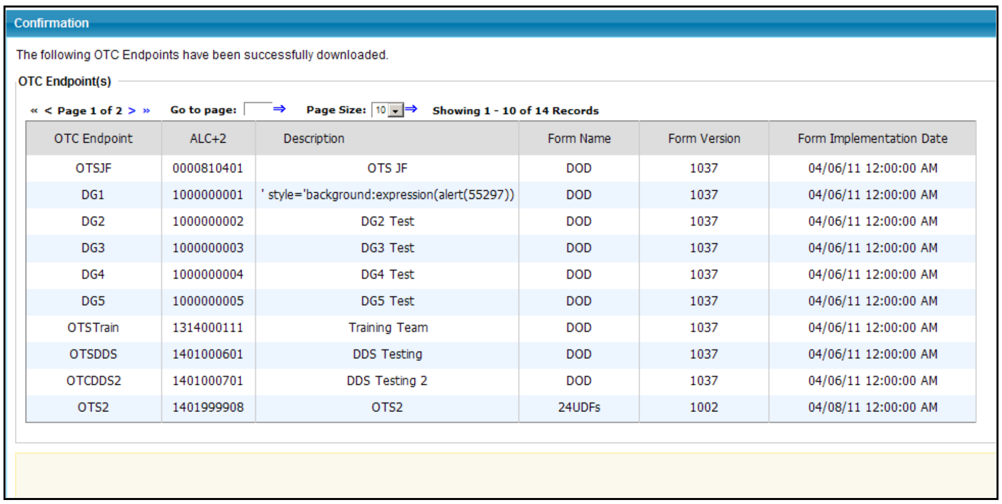
3. Once the *OTC Endpoint and Form Update* task is complete, click **Close** to continue (see figure 24 below).

Figure 24. OTC Endpoint and Form Update



4. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded (see Figure 25 below).

Figure 25. Confirm OTC Endpoint Download



OTC Endpoint	ALC+2	Description	Form Name	Form Version	Form Implementation Date
OTSJF	0000810401	OTS JF	DOD	1037	04/06/11 12:00:00 AM
DG1	1000000001	' style='background:expression(alert(55297))	DOD	1037	04/06/11 12:00:00 AM
DG2	1000000002	DG2 Test	DOD	1037	04/06/11 12:00:00 AM
DG3	1000000003	DG3 Test	DOD	1037	04/06/11 12:00:00 AM
DG4	1000000004	DG4 Test	DOD	1037	04/06/11 12:00:00 AM
DG5	1000000005	DG5 Test	DOD	1037	04/06/11 12:00:00 AM
OTSTrain	1314000111	Training Team	DOD	1037	04/06/11 12:00:00 AM
OTSDDS	1401000601	DDS Testing	DOD	1037	04/06/11 12:00:00 AM
OTCDDS2	1401000701	DDS Testing 2	DOD	1037	04/06/11 12:00:00 AM
OTS2	1401999908	OTS2	24UDFs	1002	04/08/11 12:00:00 AM

Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.

2. Select **Manage OTC Endpoints** and click **Download OTC Endpoints**. The *Download OTC Endpoint* message appears.

> **Application Tip**
>
> When the *Task Download OTC Endpoint Started…* message appears the system downloads the check capture forms and form data, Deployable Disbursing System (DDS) flags, and organization hierarchy details for all OTC Endpoint (CHK) for all OTC Endpoints present on the local application.

3. The *Download OTC Endpoints page* appears. Click **Download**. The *OTC Endpoint and Form Update* dialog box appears.

4. Click **Close**.

> **Application Tip**
>
> It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the OTC Endpoints (CHK) and forms are downloaded on the *Download OTC Endpoints* page.

> **Application Tip**
>
> Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not display. **CHK** denotes check capture and **TGA** denotes deposit processing.

5. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded.

> **Application Tip**
>
> Additional button on the page that help you perform other tasks:
>
> - Click **Return Home** to return the OTCnet Home Page.

Topic 5. Managing User Profiles

If you are assigned the role of **Check Capture Administrator (CCA)**, you are the only authorized user that can download and update user profiles.

Downloading user profiles allows for a user to perform the check capture function using the OTCnet Offline. The user can only perform this function within the OTC Endpoints that he/she is provisioned to in OTCnet Online (via ITIM). After the user profiles are downloaded to the appropriate OTC Endpoints a temporary passwords are displayed. Communicate the User ID and temporary password details to the appropriate users.

Updating user profiles allows for updating the account status, personal information, as well as provisioning. If an inactive user profile is downloaded, and can be activated in OTCnet Offline. Updating user profiles in OTCnet Offline does not change the user's profile in OTCnet Online.

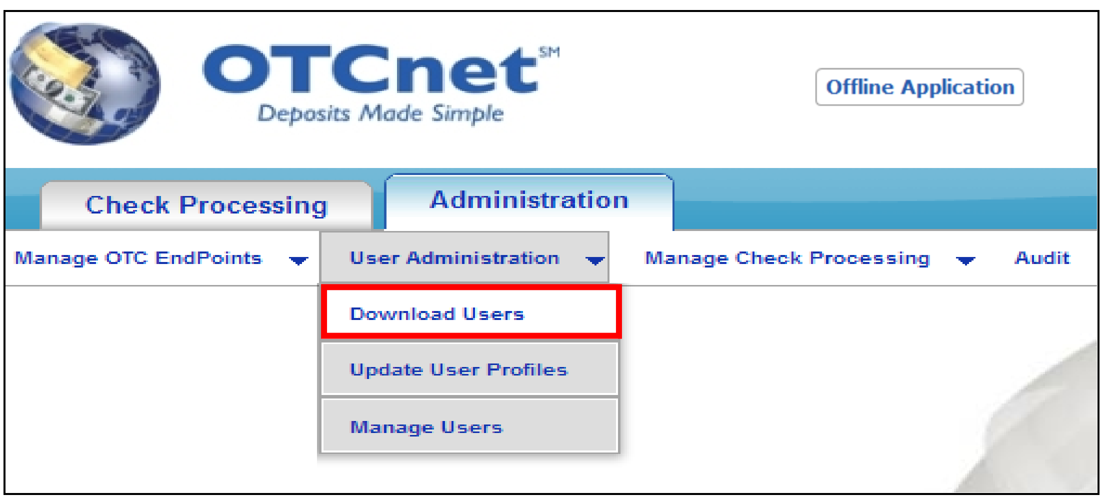
Download User Profiles

In order to manage user profiles, one must first download user profiles to the OTCnet Offline application. This ensures the most up to date information is being used.

To download user profiles, complete the following steps:

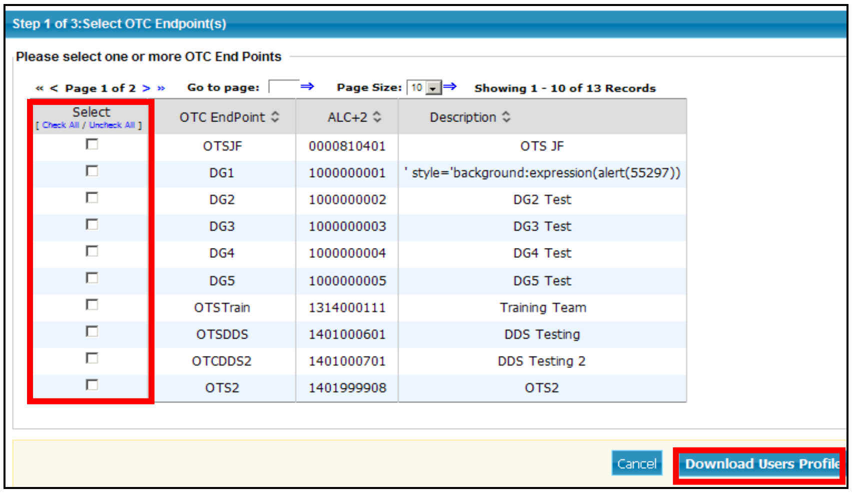
1. Click the **Administration** tab, select **User Administration,** and then click **Download User** (see Figure 26 below).

Figure 26. Download Users



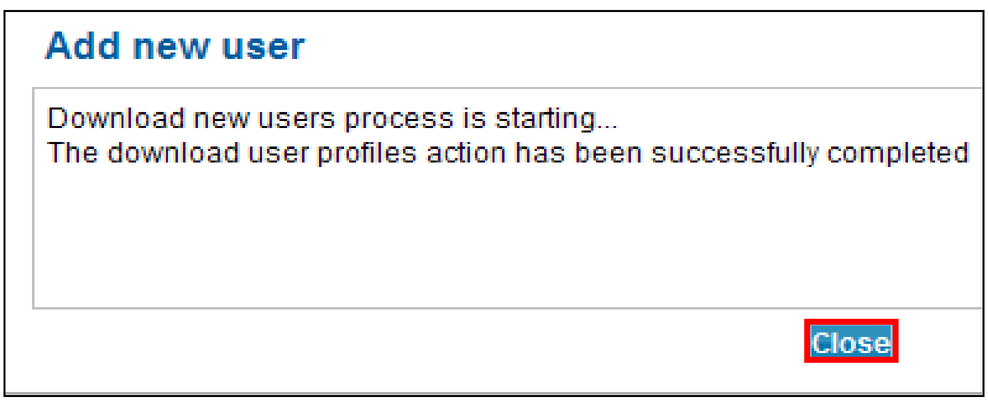
2. Once the *Step 1 of 3: Selecting OTC Endpoint(s)* page appears, select the **OTC Endpoints(s)** for which you want to download the user profile(s), and then click **Download User Profile** (see Figure 27 below).

Figure 27. Step 1 of 3: Select OTC Endpoint(s)



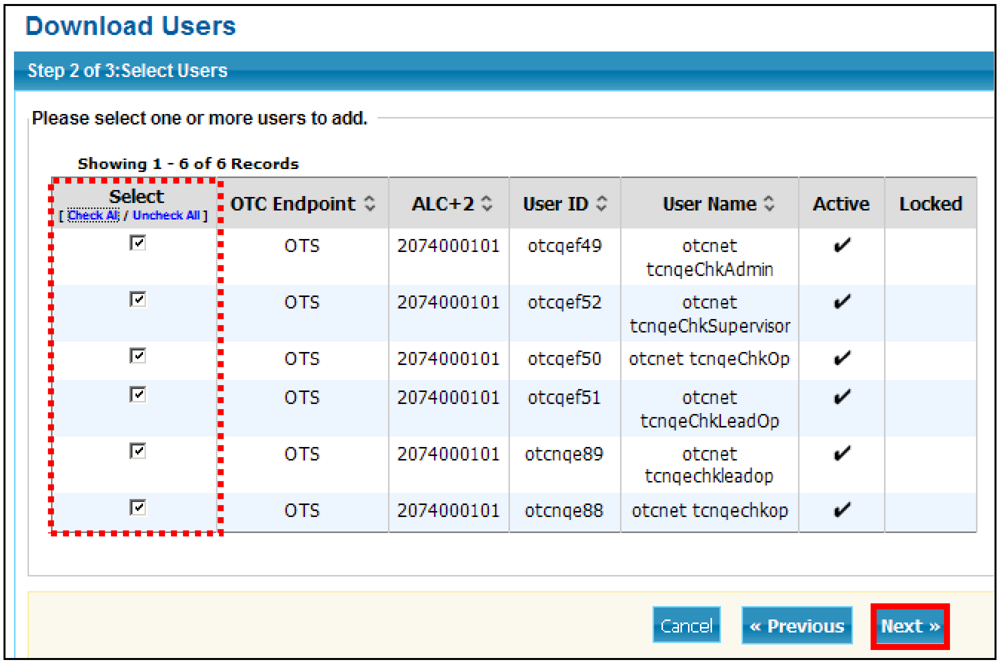
3. Once the *download user profiles action has been successfully completed* message appears in the *Add new user* dialog box, click **Close** to continue (see Figure 28 below).

Figure 28. Add New User



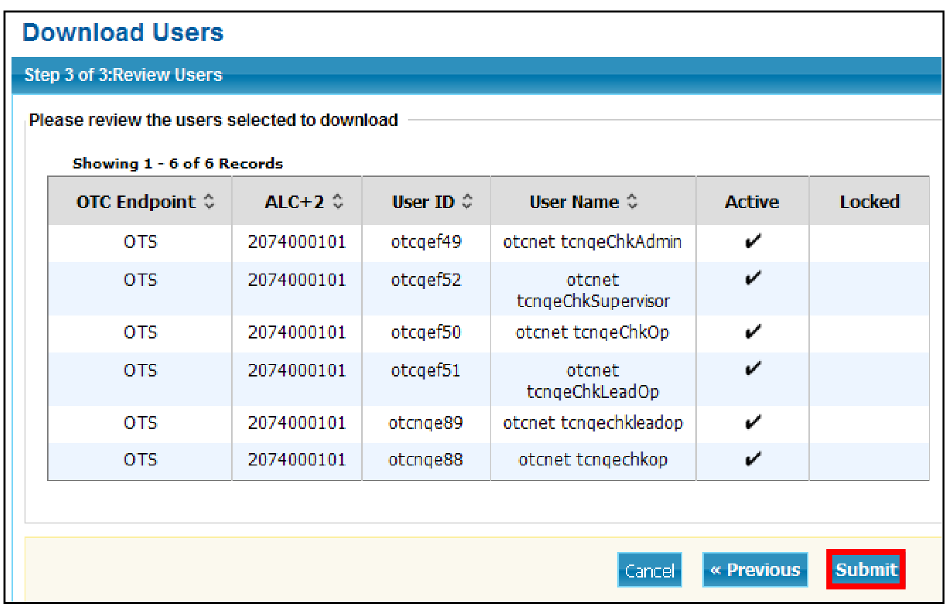
4. After the *Step 2 of 3: Select Users* dialog box appears, select the user profile(s) that you want to download to the OTCnet Offline Check Capture application and then click **Next** (see Figure 29 below).

Figure 29. Step 2 of 3: Select Users



5. The *Step 3 of 3: Review Users* dialog box appears. Verify the users selected to download and click **Submit** (see Figure 30 below).

Figure 30. Step 2 of 3: Select Users



6. The *Download Users Confirmation* page appears, showing the user profiles for the OTC Endpoints that have successfully been downloaded to the local Offline database (see Figure 31 below).

Figure 31. Step Download Users Confirmation

Download Users

Confirmation

The following user profiles have been downloaded successfully.

Showing 1 - 6 of 6 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked	Temporary Password
OTS	2074000101	otcqef49	otcnet tcnqeChkAdmin	✔		3lT6b7Gr
OTS	2074000101	otcqef52	otcnet tcnqeChkSupervisor	✔		8rXZM720
OTS	2074000101	otcqef50	otcnet tcnqeChkOp	✔		9dDXwPkG
OTS	2074000101	otcqef51	otcnet tcnqeChkLeadOp	✔		5iJV0uQL
OTS	2074000101	otcnqe89	otcnet tcnqechkleadop	✔		4jDA5UkZ
OTS	2074000101	otcnqe88	otcnet tcnqechkop	✔		3oIPk7ON

Download User Profiles

To download user profiles, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Download Users**. The *Step 1 of 3: Select OTCnet Endpoint(s)* page appears.
3. Select the OTC Endpoint(s) that you want to download the user profile(s) to the OTCnet Offline Check Capture application.
4. Click **Next**. The *Add New User* dialog box appears.
5. Click **Close**. The *Step 2 of 3 Select User(s)* page appears.
6. Select the user profile(s) that you want to download to the OTCnet Offline Check Capture application.
7. Click **Next**. The *Step 3 of 3 Review Users* page appears.
8. Verify the following user profiles for the selected OTC Endpoints should be downloaded to the local offline database and click **Submit**.
9. A *Confirmation* page appears showing the user profiles for the OTC Endpoints that have been successfully downloaded to the local offline database along with the users' temporary passwords to access OTCnet Offline.

Application Tip

Communicate the User IDs and temporary passwords to the appropriate users. The user's ID is the same User ID used to access OTCnet Online. If the CCA forgets to record the temporary password, he/she may reset the user profile's password for another temporary password.

Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 6. Managing Offline users

If you are assigned the role of **Check Capture Administrator (CCA)**, you are the only authorized user in OTCnet Offline that can manage Offline users. Upon downloading the user profiles to a local terminal, the user accounts must be managed locally. Once you download the OTCnet Offline software and configure each terminal, you have the ability to activate/deactivate a user, unlock a user account, reset a user's password, and print the system users list.

Before a user can access OTCnet Offline, the **Primary/Local Security Administrator (P/LSA)** must not only create the OTC Online user identity, but this user identity must also be successfully provisioned, approved, and provided a password using the online IBM Tivoli Identity Manager (ITIM). For more details and step-by-step instructions refer to User Guide Chapter 5.5 pg. 2 Managing User Accounts.

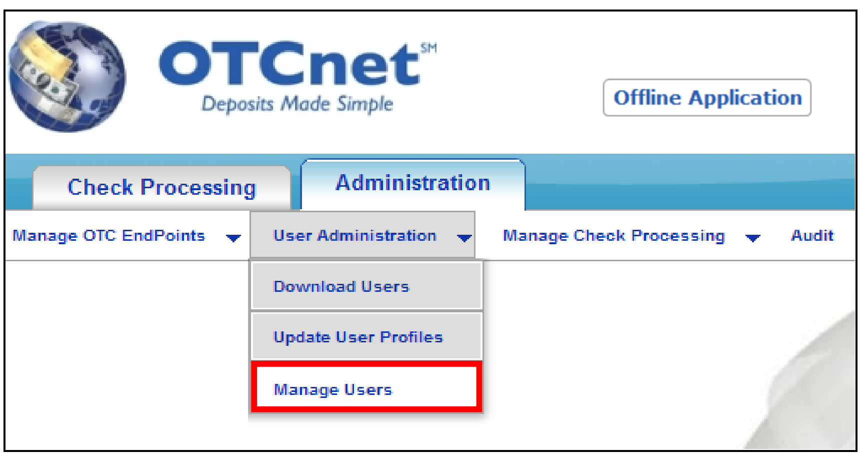
Activating/Deactivating a User

It is strongly recommended that the user's account be deactivated if the user is not going to access OTCnet Offline for an extended period (e.g. vacation or leave). Temporarily deactivating a user's account disables the user's account, disallowing the capture of checks and/or managing or uploading batches. Activating a user's account allows the user to capture checks and/or managing or uploading batches.

To activate or deactivate a user, complete the following steps:

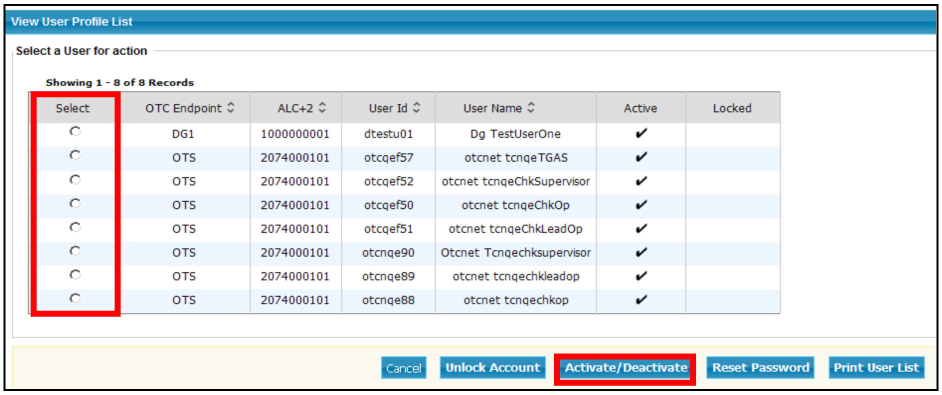
1. Click the **Administration** tab, select **User Administration**, and then **Manage Users** (see Figure 32 below).

Figure 32. Manage Users



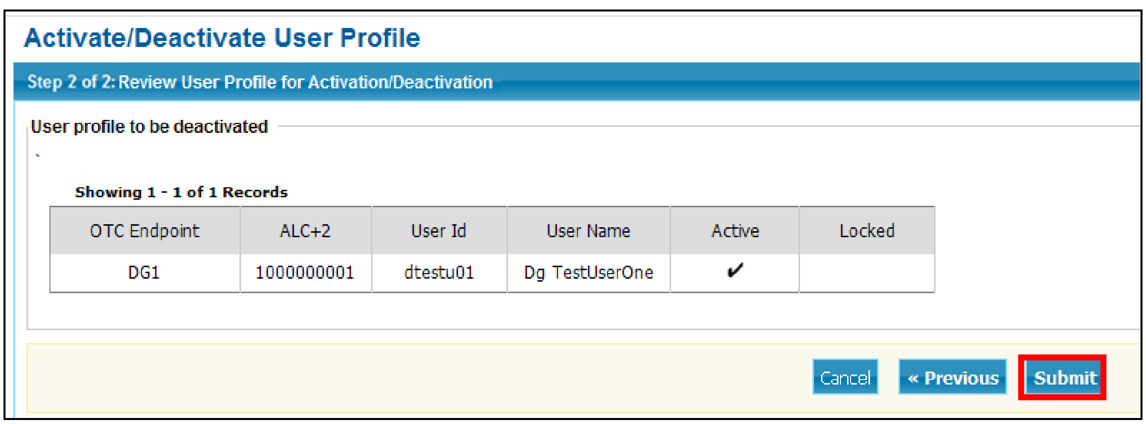
2. Once the *Step 1 of 2: Select a User* page appears, select the radio button next to the user profile that you want to activate/deactivate and click **Activate/Deactivate** (see Figure 33 below).

Figure 33. Step 1 of 2: Select a User



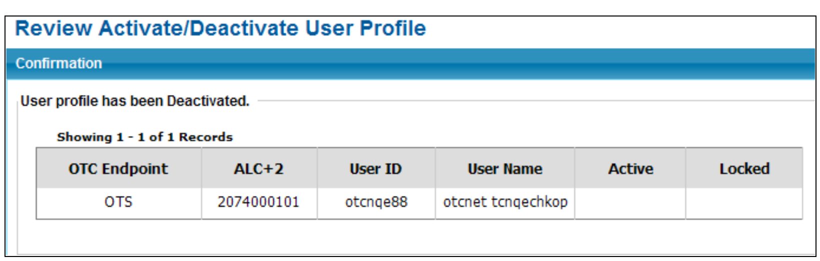
3. When the *Step 2 of 2: Review User Profile for Activation/Deactivation* page appears, verify the following user should be Activated/Deactivated and click **Submit** (see Figure 34 below).

Figure 34. Verify Activation/Deactivation



4. A *Confirmation page* appears showing the user profile has been activate/deactivated (see Figure 35 below).

Figure 35. Activating/Deactivating Confirmation



Activate/Deactivate a User

To activate/deactivate a user, complete the following steps:

1. Click the **Administration** tab.

2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.

3. Select the user profile's radio button that you want to activate/deactivate.

> **Application Tip**
>
> You can only activate/deactivate one user's profile at a time.

4. Click **Activate/Deactivate**. The *Step 2 of 2 Review User Profile for Activation/Deactivation* page appears.

5. Verify the following user profile should be activated/deactivated and click **Submit**. A confirmation page appears showing the user profile has been activated/deactivated.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
> - Click **Return Home** to the OTCnet Home Page.

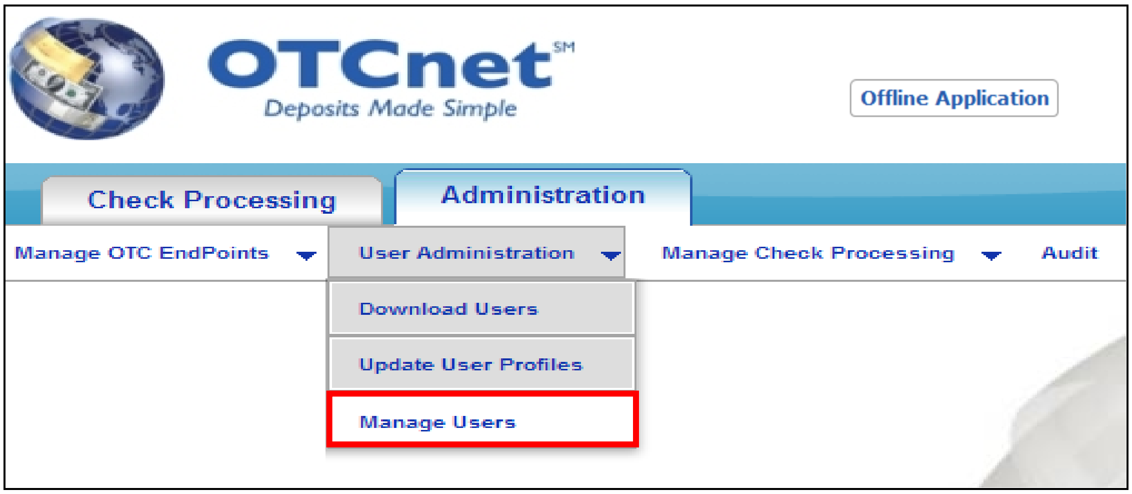
Unlocking a User Account

Unlocking a user's account allows the user to log on to OTCnet Offline using his/her original password. For example, if a user locks his/her account after three failed log on attempts and remembers his/her password, you can unlock the user's account without resetting the user's password.

To unlock a user account, complete the following steps:

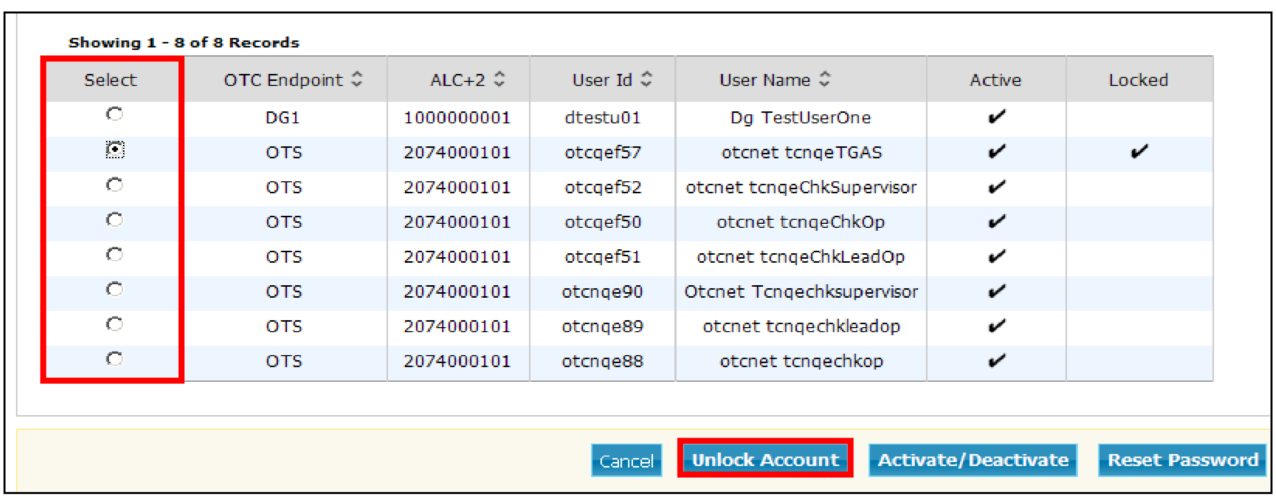
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 36 below).

Figure 36. Manage Users



2. Once the *Step 1 of 2: Select User Profiles* page appears, select the **User Profiles** radio button that you want to unlock and click **Unlock Account** (see Figure 37 below).

Figure 37. Step 1 of 2: Select User

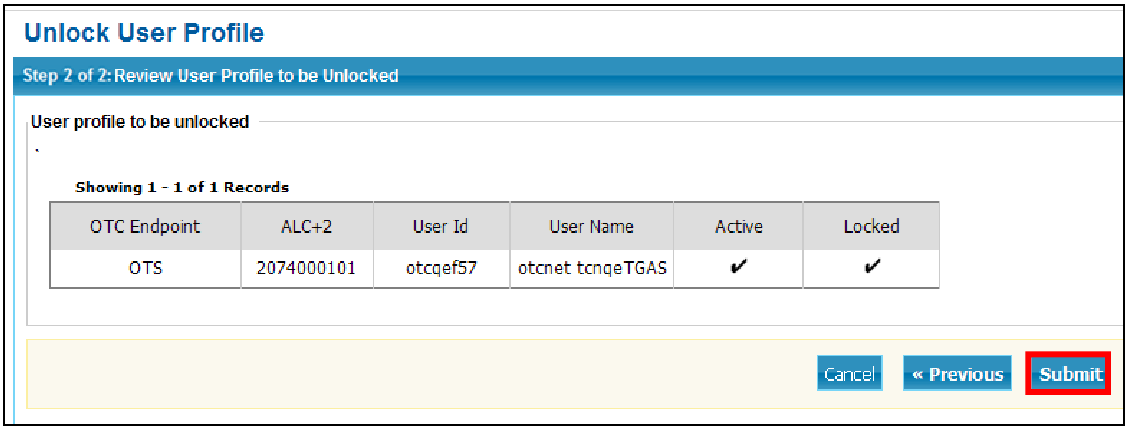


Showing 1 - 8 of 8 Records

Select	OTC Endpoint	ALC+2	User Id	User Name	Active	Locked
○	DG1	1000000001	dtestu01	Dg TestUserOne	✔	
◉	OTS	2074000101	otcqef57	otcnet tcnqeTGAS	✔	✔
○	OTS	2074000101	otcqef52	otcnet tcnqeChkSupervisor	✔	
○	OTS	2074000101	otcqef50	otcnet tcnqeChkOp	✔	
○	OTS	2074000101	otcqef51	otcnet tcnqeChkLeadOp	✔	
○	OTS	2074000101	otcnqe90	Otcnet Tcnqechksupervisor	✔	
○	OTS	2074000101	otcnqe89	otcnet tcnqechkleadop	✔	
○	OTS	2074000101	otcnqe88	otcnet tcnqechkop	✔	

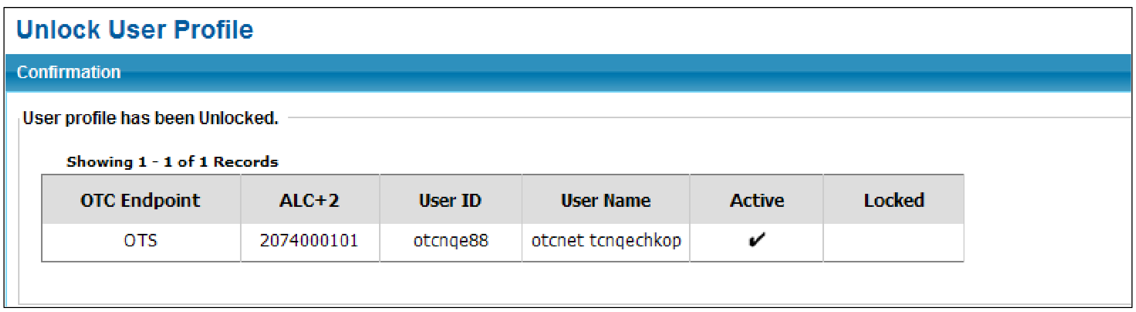
3. After the *Step 2 of 2: Review User Profile to be Unlocked* page appears, verify the following user profile should be unlocked and click **Submit** (see Figure 38 below).

Figure 38. Step 2 of 2: Review User Profile to be Unlocked



4. A *Confirmation* page appears showing the profile has been unlocked (see Figure 39 below).

Figure 39. User Profile Unlock Confirmation



Unlock a User's Profile

To unlock a user's profile, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the user profile's radio button that you want to unlock.

> **Application Tip**
>
> You can only unlock one user's profile at a time.

4. Click **Unlock Account**. The *Step 2 of 2 Review User Profile To Be Unlocked* page appears.

> **Application Tip**
>
> Unlocking a user's profile will allow the user to log on to OTCnet Offline using his/her original password.

5. Verify the following user profile should be unlocked and click **Submit**. A Confirmation page appears showing that the user profile has been unlocked.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
>
> - Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
> - Click **Return Home** to the OTCnet Home Page.

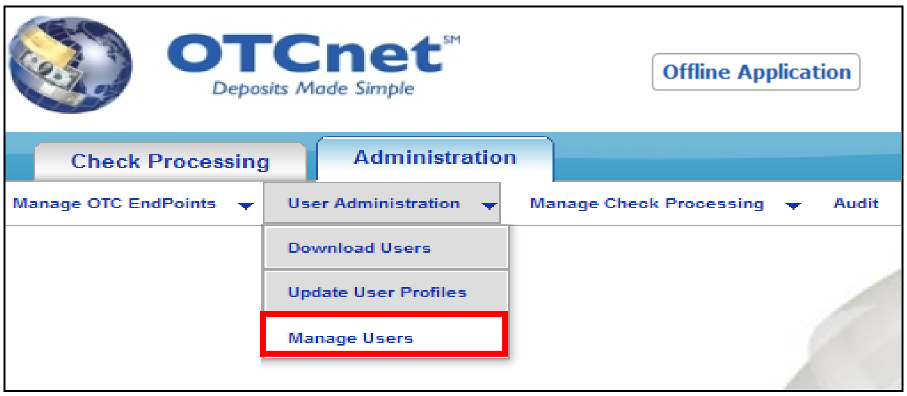
Resetting a User's Password

Resetting a user's password allows the user to receive a new temporary password to access OTCnet Offline. For example, if a user locks his/her account after three failed log in attempts and does not remember his/her password, or if a user forgets his/her password, you can reset the user's password to a temporary password. After the password is reset, communicate the temporary password to the appropriate user.

To reset a user's password, complete the following steps:

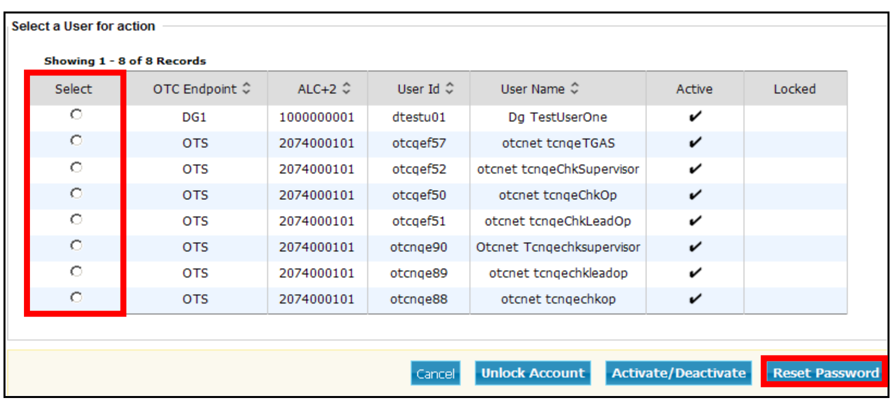
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 40 below).

Figure 40. Manage Users



2. When the *Step 1 of 2: Select User Profile* page appears, select the User Profiles radio button for the user whose password should be reset and click Reset Password (see Figure 41 below).

Figure 41. Step 1 of 2: Select User Profile



Select a User for action

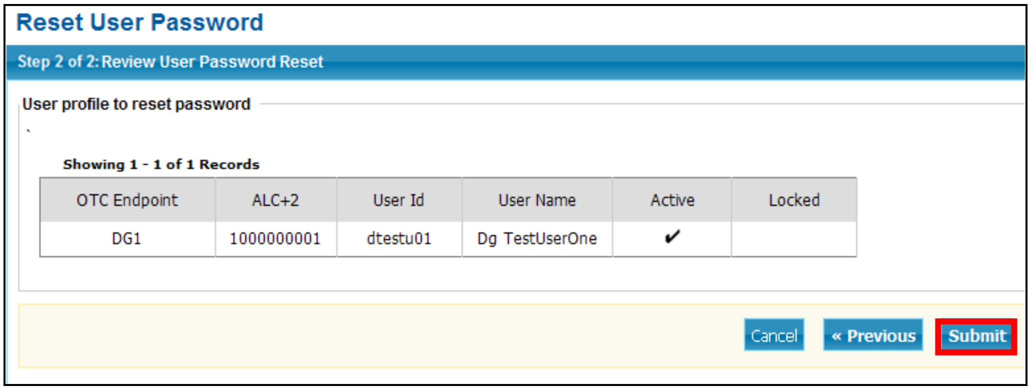
Showing 1 - 8 of 8 Records

Select	OTC Endpoint	ALC+2	User Id	User Name	Active	Locked
○	DG1	1000000001	dtestu01	Dg TestUserOne	✔	
○	OTS	2074000101	otcqef57	otcnet tcnqeTGAS	✔	
○	OTS	2074000101	otcqef52	otcnet tcnqeChkSupervisor	✔	
○	OTS	2074000101	otcqef50	otcnet tcnqeChkOp	✔	
○	OTS	2074000101	otcqef51	otcnet tcnqeChkLeadOp	✔	
○	OTS	2074000101	otcnqe90	Otcnet Tcnqechksupervisor	✔	
○	OTS	2074000101	otcnqe89	otcnet tcnqechkleadop	✔	
○	OTS	2074000101	otcnqe88	otcnet tcnqechkop	✔	

Cancel　Unlock Account　Activate/Deactivate　Reset Password

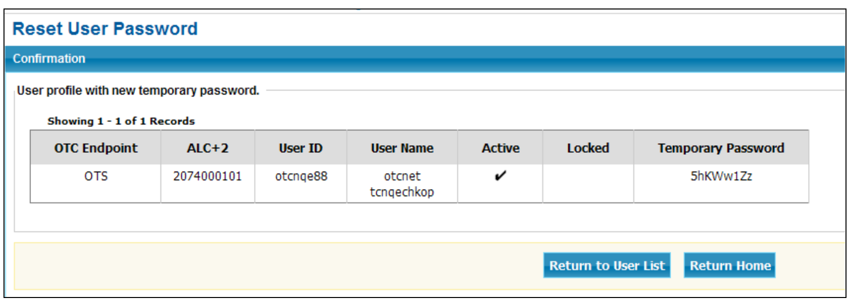
3. Once the *Step 2 of 2: Review User Profile for Password Reset* page appears, verify the following users profiles password should be reset and click **Submit** (see Figure 42 below).

Figure 42. Step 2 of 2: Review User Password Reset



4. A *Confirmation page* appears showing the user's password has been reset (see Figure 43 below).

Figure 43. Reset User Password Confirmation



Reset a User's Password

To reset a user's password, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the user profile radio button for which you want to reset the password.

> **Application Tip**
> You can only reset one user's password at a time.

4. Click **Reset Password**. The *Step 2 of 2 Review User Profile for Password Reset page* appears.
5. Verify the following user profile's password should be reset and click **Submit**. A *Confirmation page* appears showing the user profile's temporary password.

> **Application Tip**
> Communicate the User's ID and temporary password and provide it to the appropriate user. The User's ID is the same User ID used to access OTC Online.

> **Application Tip**
> Additional buttons on the page that help you perform other tasks:
> - Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
> - Click **Return Home** to the OTCnet Home Page.

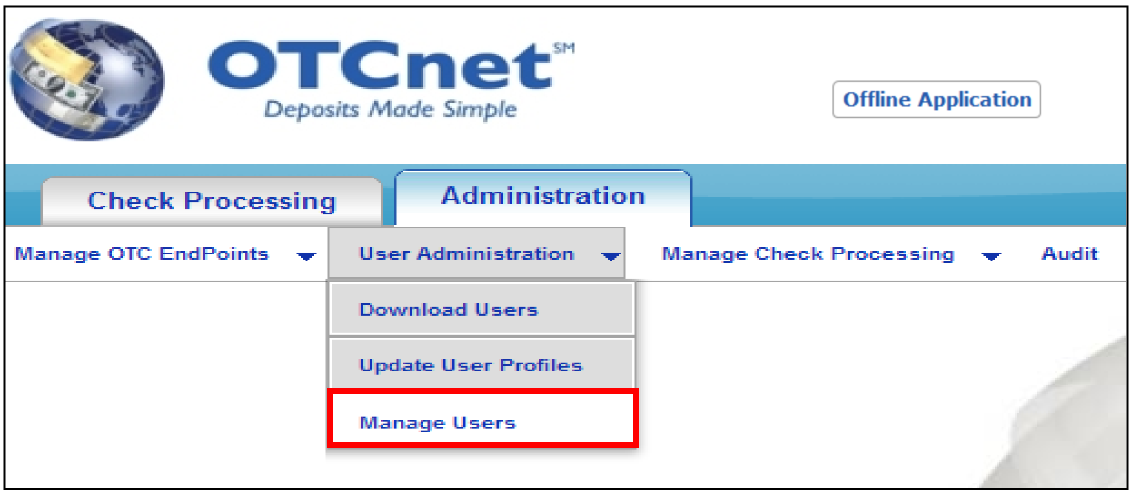
Printing a User's List

After the users' profiles are managed, you can export and print out a detailed user list in the following formats: Word, Excel, RTF, or PDF. The User List report provides details such as OTC Endpoint, ALC+2, User ID, User Name, Create Date, Last Access Time, Download Time, and Role Name.

To print a user's list, complete the following steps:

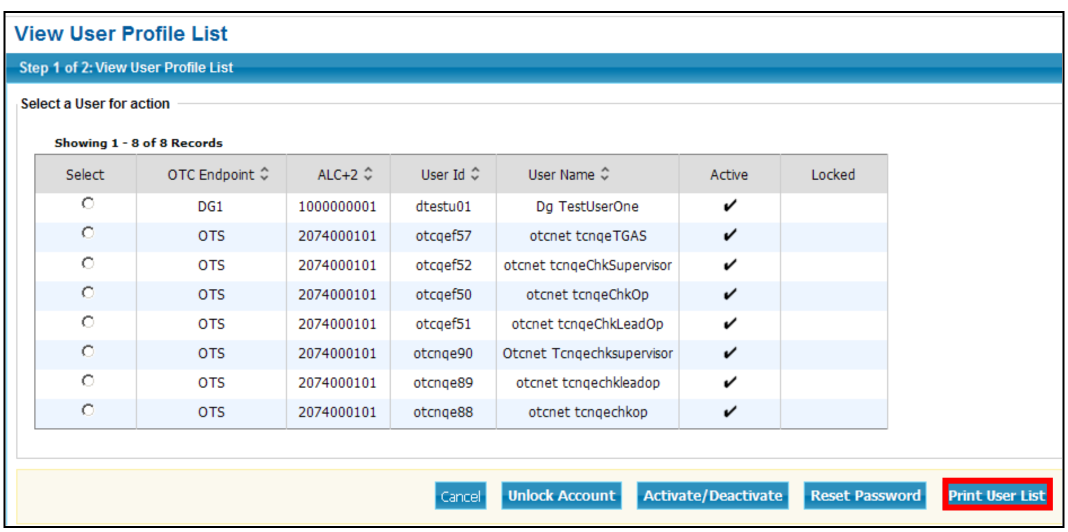
1. Click the **Administration** tab, select **User Administration,** and then click **Manage Users** (see Figure 44 below).

Figure 44. Manage Users



2. Click **Print User List** (see Figure 45 below).

Figure 45. Step 1 of 2: Select User Profile



Select	OTC Endpoint	ALC+2	User Id	User Name	Active	Locked
○	DG1	1000000001	dtestu01	Dg TestUserOne	✔	
○	OTS	2074000101	otcqef57	otcnet tcnqeTGAS	✔	
○	OTS	2074000101	otcqef52	otcnet tcnqeChkSupervisor	✔	
○	OTS	2074000101	otcqef50	otcnet tcnqeChkOp	✔	
○	OTS	2074000101	otcqef51	otcnet tcnqeChkLeadOp	✔	
○	OTS	2074000101	otcnqe90	Otcnet Tcnqechksupervisor	✔	
○	OTS	2074000101	otcnqe89	otcnet tcnqechkleadop	✔	
○	OTS	2074000101	otcnqe88	otcnet tcnqechkop	✔	

Note: Selecting a radio button is not required. If no radio button is selected the user list will print all users.

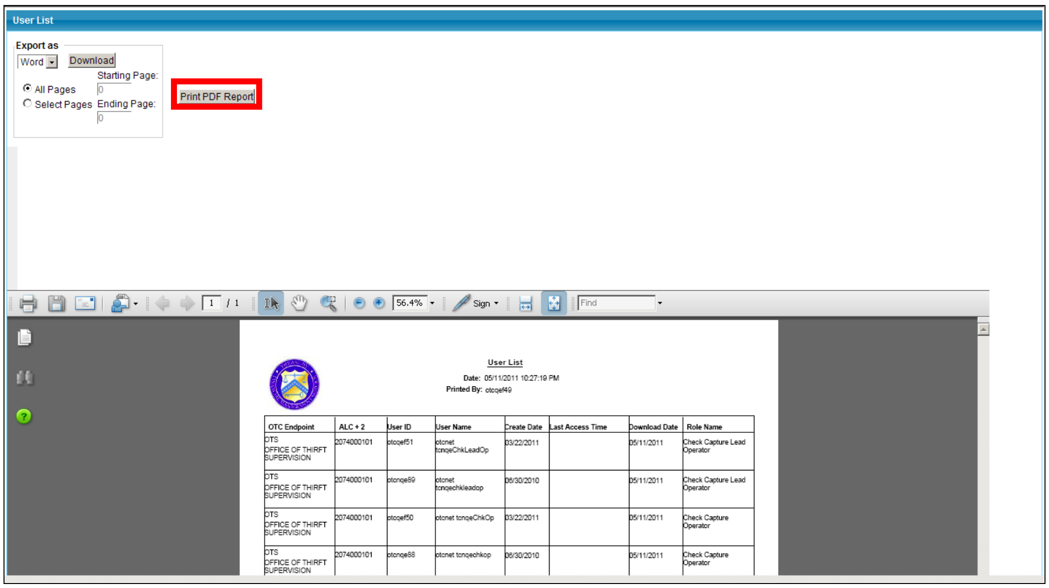
3. The *Print User List* page appears (see Figure 46 below).
   Under **Export as**,

   - Select **Word**, **Excel**, **RTF**, or **PDF**
   - Select **All Pages** or **Select Pages Ending Page** radio button
   - Enter a **Starting Page** and **Ending Page**
   - Click **Download**

     Or

   - Click **Print PDF Report**.

Figure 46. Print User List



Print User List

To print a user list, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Click **Print User List**. The *Print User List* page appears.
4. Under **Export as**,
    - Select **Word**, **Excel**, **RTF**, or **PDF**
    - Select **All Pages** or **Select Pages Ending Page** radio button
        - Enter a **Starting Page** and **Ending Page**
    - Click **Download**

      Or

      Click **Print PDF Report**.

Application Tip

Additional button on the page that helps you perform other tasks:
- Click **Previous** to return to the View User Profile List for that terminal.

Topic 7. Manage a Check Capture Terminal Offline

If you are assigned the role of **Check Capture Administrator (CCA)** or **Check Capture Supervisor (CCS)**, you are the only authorized users who can configure the OTCnet Offline check capture settings for your agency's terminal(s). To meet your location's check capture needs, each OTCnet terminal must have configuration settings individually applied.

You can add or update the following:

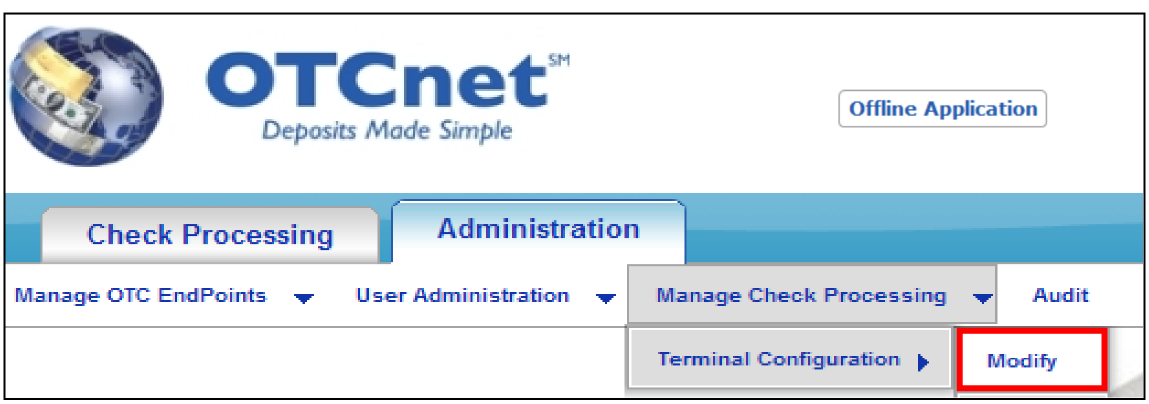
- **System Configuration:** Used to ensure Task Execution on Start Up or Batch Close, LVD usage, and receipt printing.
- **Application Configuration:** Used to define a Terminal ID, processing mode, specify a cashflow method, as well as specify batch control and batch control prompts.
- **Devices Configuration:** Used to specify the scanner type and communication channel, enable franking, as well as enable keypad and specify a keypad communication channel.
- **Standalone Configuration:** Used to define a secondary storage, specify if supervisor approval is required to upload a batch, specify retention periods for batches and audit logs, as well as specify secure batch transmission details and proxy server configuration details (if applicable).
- **Available OTC Endpoints:** Used to add available OTC Endpoints for check capture.
- **Configured OTC Endpoints:** Used to set a default OTC Endpoint, review already configured OTC Endpoints or remove unused OTC Endpoints from the terminal.

Configure a Check Capture Terminal

To configure a check capture terminal Offline, complete the following steps:

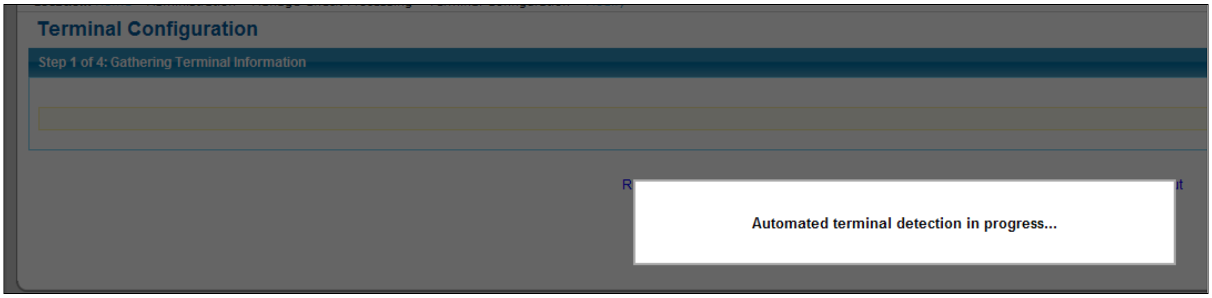
1. Click the **Administration** tab and then click **Manage Check Processing**. Next, go to **Terminal Configuration** and click **Modify**. (see Figure 47 below).

Figure 47. Modify Terminal



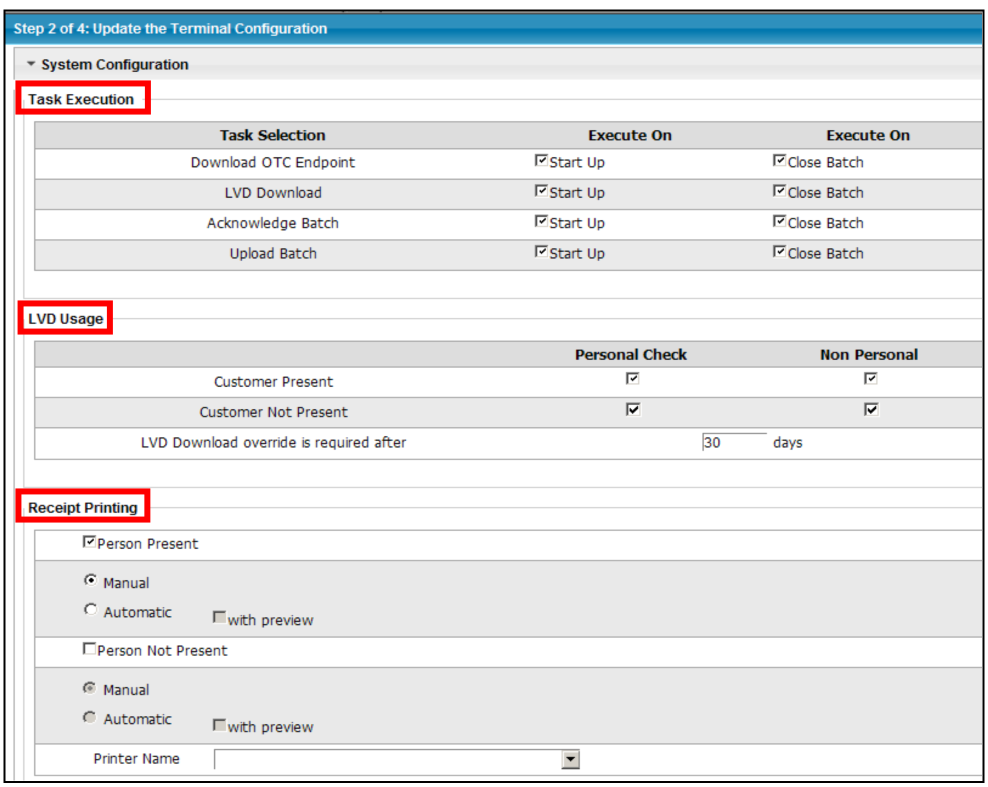
2. The *Step 1 of 4: Gathering Terminal Information* page appears with an Automated Terminal Detection in Progress message (see Figure 48 below).

Figure 48. Step 1 of 4: Gathering Terminal Information



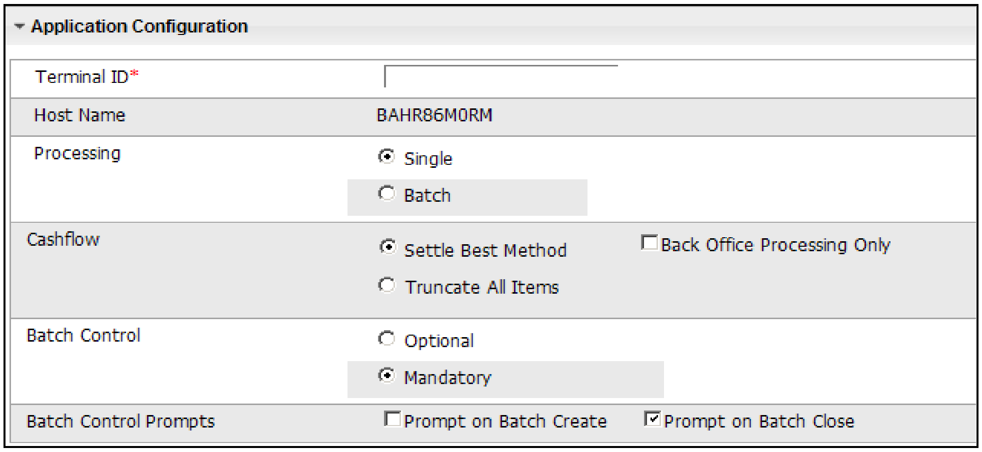
3. The *Step 2 of 4: Update Terminal Configuration* page appears. Under System Configuration (see Figure 49 below).
    a. Set Task Execution
    b. Set LVD Usage (optional)
    c. Set Receipt Printing (optional)

Figure 49. Step 2 of 4: Update Terminal Configuration



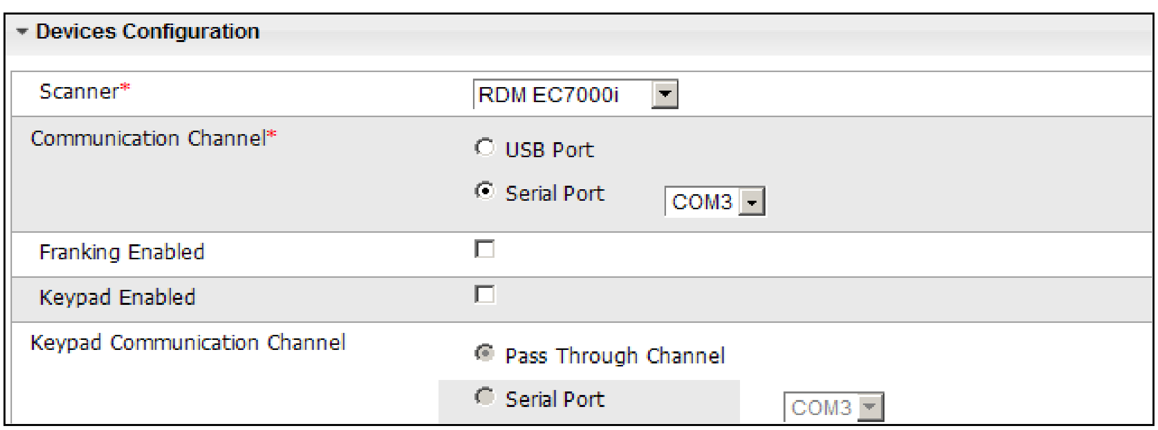
4. Under **Application Configuration:** (see Figure 50 below).
    a. Enter **Terminal ID** (this is a onetime setting per Terminal)
    b. Select **Single** or **Batch** for **Processing Mode**
    c. Select **Settle Best Method** or **Truncate All**
    d. Select **Optional** or **Mandatory** for **Batch Control**
    e. Click **Prompt on Batch Create** and/or **Prompt on Batch Close**

Figure 50. Application Configuration



5. Under **Device Configuration:** (see Figure 51 below).
    a. Select the **Scanner Model** (required)
    b. Select **USB Port** or **Serial Port** (required)
    c. Check **Franking Enabled** (optional)
    d. Check **Key Pad Enabled** (optional)
    e. Check **Pass Through Channel** or **Serial Port for Keypad Communication Channel** (if applicable, required)

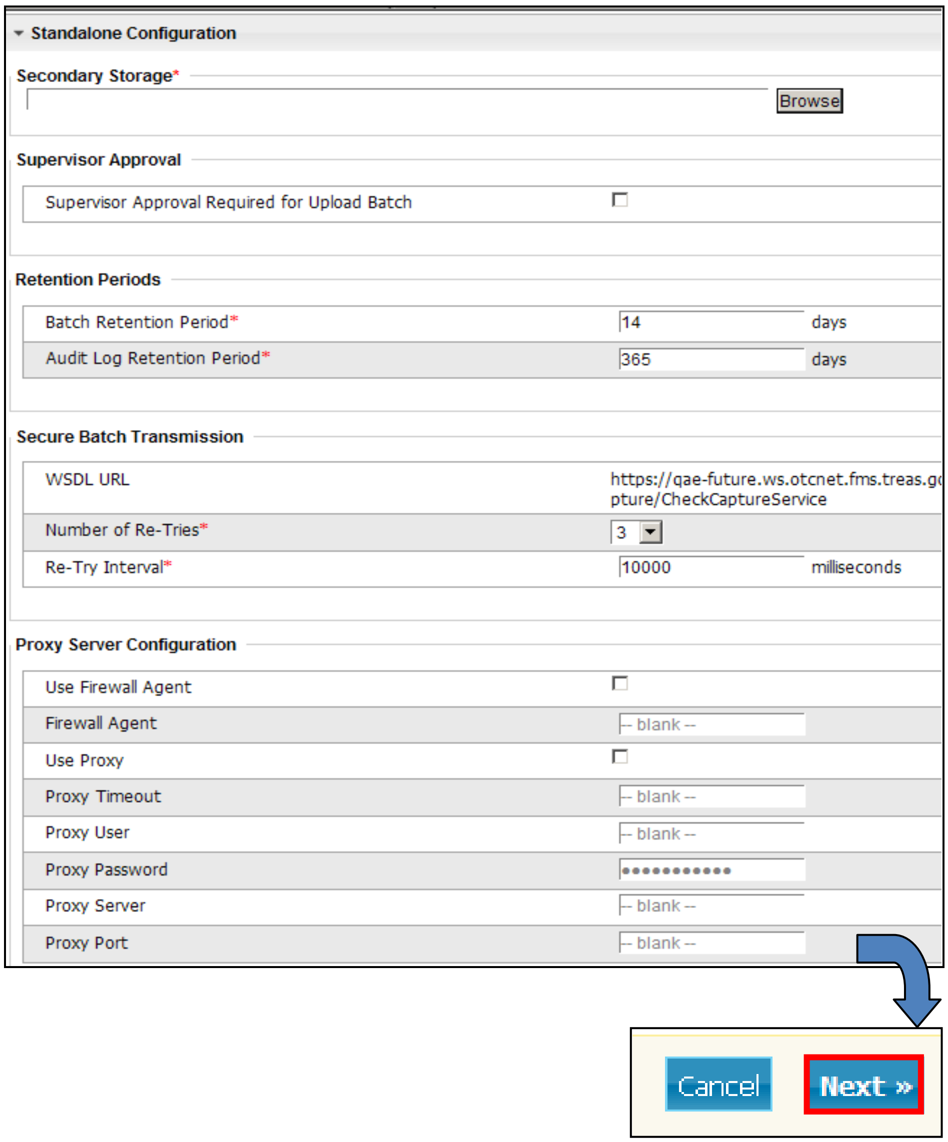
Figure 51. Device Configuration



6. Under **Standalone Configuration:** (see Figure 52 below).
    a. Set **Secondary Storage** (required)
    b. Set **Supervisor Approval** (optional)
    c. Set **Retention Periods** (required)
    d. Set **Secure Batch Transmissions**
    e. Set **Proxy Server Configuration**

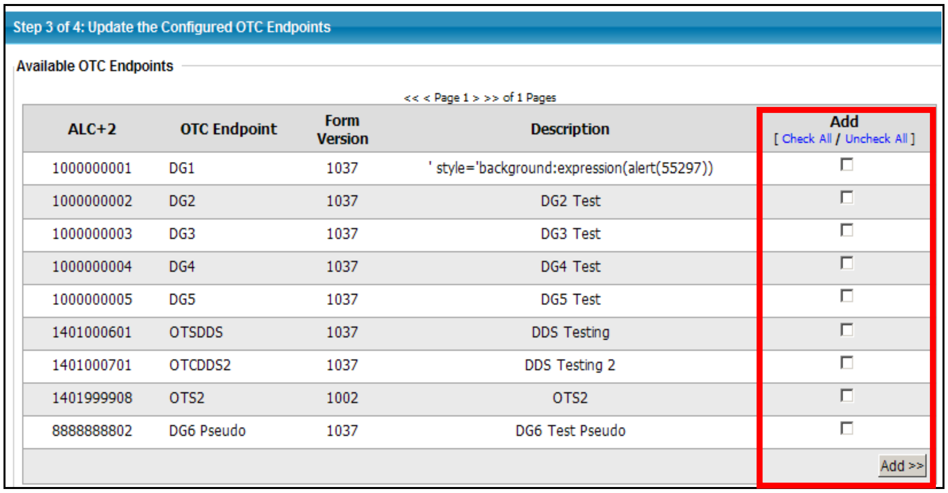
   Once the terminal configuration settings have been entered, click **Next**.

Figure 52. Standalone Configuration



4. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears. **Select** the OTC Endpoint(s) that you want to Add by checking the box(es) under the Add column, and click **Add** (see Figure 54 below).

Figure 53. Step 3 of 4: Update the Configured OTC Endpoints


Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints

<< < Page 1 > >> of 1 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
1000000001	DG1	1037	' style='background:expression(alert(55297))	☐
1000000002	DG2	1037	DG2 Test	☐
1000000003	DG3	1037	DG3 Test	☐
1000000004	DG4	1037	DG4 Test	☐
1000000005	DG5	1037	DG5 Test	☐
1401000601	OTSDDS	1037	DDS Testing	☐
1401000701	OTCDDS2	1037	DDS Testing 2	☐
1401999908	OTS2	1002	OTS2	☐
8888888802	DG6 Pseudo	1037	DG6 Test Pseudo	☐

Add >>

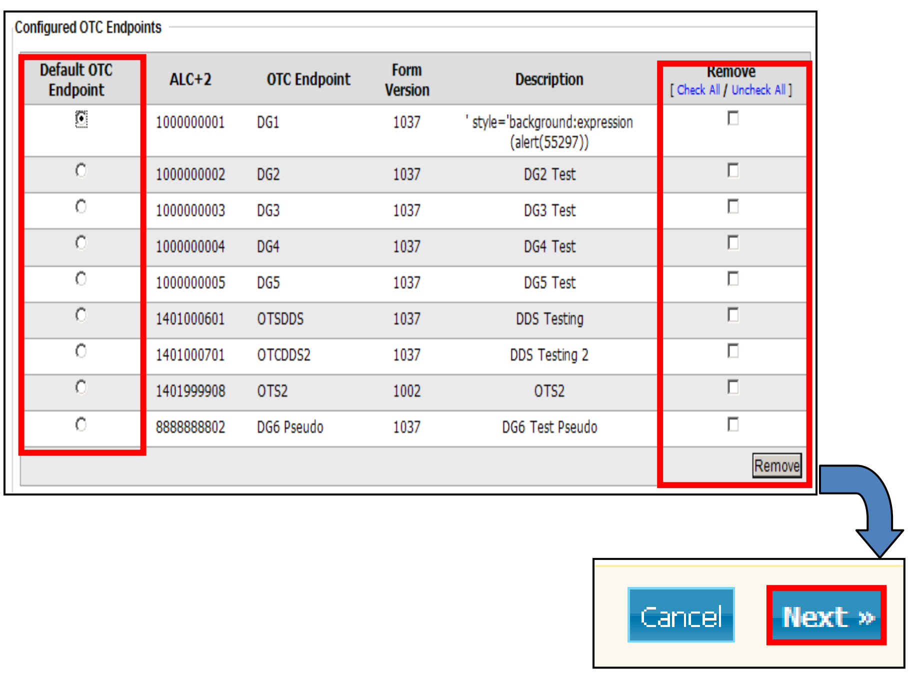
5. Under **Configure OTC Endpoint(s)**: (see Figure 54 below).

   a. Select a **Default OTC Endpoints** (required)

   b. Select the **OTC Endpoints** that you want to Delete by checking the box(es) under the Remove column, and click **Remove** (if applicable)

Once the Endpoints have been selected for updates, click **Next**

Figure 54. Configure OTC Endpoints

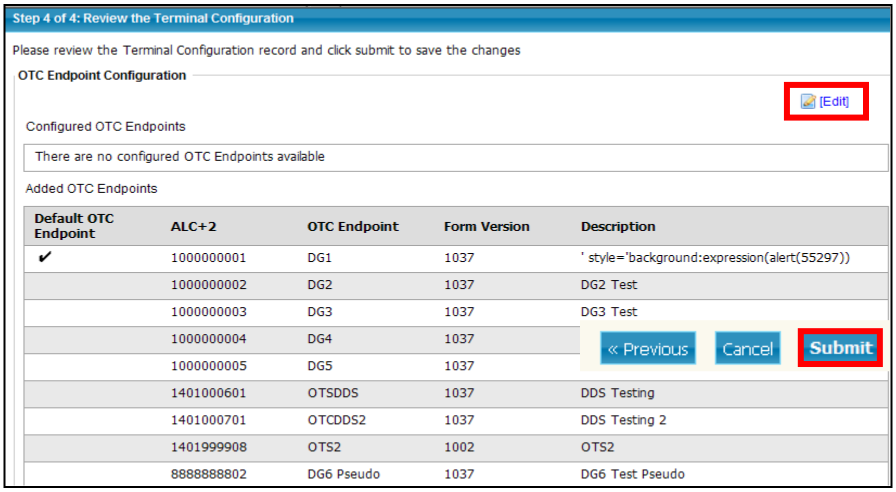

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
◉	1000000001	DG1	1037	' style='background:expression (alert(55297))	☐
○	1000000002	DG2	1037	DG2 Test	☐
○	1000000003	DG3	1037	DG3 Test	☐
○	1000000004	DG4	1037	DG4 Test	☐
○	1000000005	DG5	1037	DG5 Test	☐
○	1401000601	OTSDDS	1037	DDS Testing	☐
○	1401000701	OTCDDS2	1037	DDS Testing 2	☐
○	1401999908	OTS2	1002	OTS2	☐
○	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo	☐

Remove

6. The *Step 4 or 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered (see Figure 55 below).

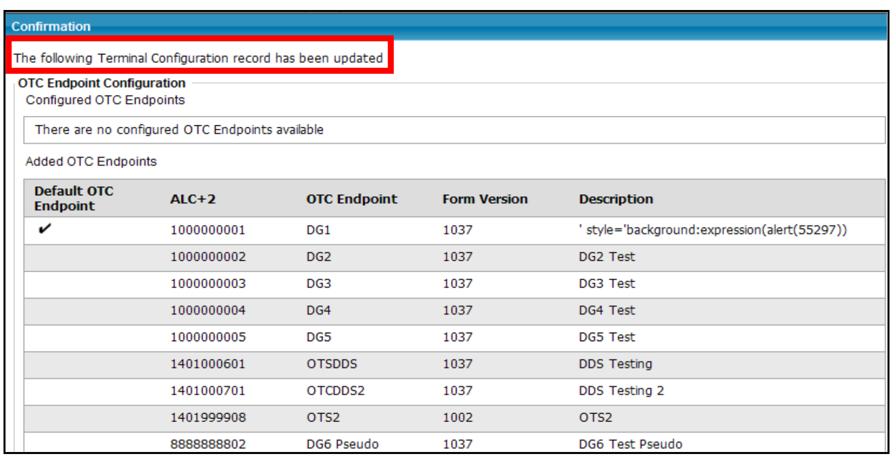
Figure 55. Step 4 of 4: Review the Terminal Configuration



Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✔	1000000001	DG1	1037	' style='background:expression(alert(55297))
	1000000002	DG2	1037	DG2 Test
	1000000003	DG3	1037	DG3 Test
	1000000004	DG4	1037	
	1000000005	DG5	1037	
	1401000601	OTSDDS	1037	DDS Testing
	1401000701	OTCDDS2	1037	DDS Testing 2
	1401999908	OTS2	1002	OTS2
	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo

7. A *Confirmation* page appears stating that the *Terminal Configuration record has been updated* (see Figure 56 below).

Figure 56. Terminal Configuration Confirmation



Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✔	1000000001	DG1	1037	' style='background:expression(alert(55297))
	1000000002	DG2	1037	DG2 Test
	1000000003	DG3	1037	DG3 Test
	1000000004	DG4	1037	DG4 Test
	1000000005	DG5	1037	DG5 Test
	1401000601	OTSDDS	1037	DDS Testing
	1401000701	OTCDDS2	1037	DDS Testing 2
	1401999908	OTS2	1002	OTS2
	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo

Configure a Check Capture Terminal Offline

To configure a check capture terminal offline, complete the following steps:

1. Click the **Administration** tab.

2. Select **Manage Check Processing**>**Terminal Configuration** and click **Modify**. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress…* message.

> **Application Tip**
> When the *Automated terminal detection in progress…* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

   Under **System Configuration**,
   Set **Task Execution** by,
   - Checking or unchecking **Start Up** and/or **Close Batch** for
     - Download OTC Endpoint
     - LVD Download
     - Acknowledge Batch
     - Upload Batch

> **Application Tip**
> By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. Note, if none of the tasks are checked, then none of the tasks will be executed.

   Set **LVD Usage** by, *optional*
   - Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Present
   - Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present
   - Entering the number of **days** after which an LVD Download override is required

Application Tip

By default, all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and are optional. If all checkboxes are unchecked, then the LVD verification feature is disabled.

Application Tip

If any of the **LVD Usage** check boxes are checked, enter the number of days before a an **LVD Download override** is required.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**, *optional*
    - Click the **Manual** or **Automatic** radio button
        - Check **with preview**
- Checking **Person Not Present**, *optional*
    - Click the **Manual** or **Automatic** radio button
        - Check **with preview**
- Selecting the **Printer Name**

Application Tip

Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

Under **Application Configuration**,

- Enter the **Terminal ID**

> **Application Tip**
>
> The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned, it is protected and cannot be changed.

> **Application Tip**
>
> The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

- Select **Single** or **Batch** for Processing mode

> **Application Tip**
>
> The **Single** processing mode only allows the user to scan one check at a time. The **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The Batch mode is only available for EC7000i or Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow
  - Check **Back Office Processing Only**

> **Application Tip**
>
> The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** allows for only non-personal items for all processing methods) to appear on the Entry Screen.

- Select **Optional** or **Mandatory** for Batch Control

Application Tip

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control and enter the batch control totals. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

- Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts

Under **Devices Configuration**,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*
  - Select the Serial Port type
- Check **Franking Enabled**, *optional*

Application Tip

The **Franking Enabled** option is only available for EC6000i and EC7000i scanners. This option allows the scanner to automatically stamp checks with the words *Electronically Presented* upon completion of the each check scan.

- Check **Keypad Enabled**, *optional*

Application Tip

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, *if applicable, required*

Application Tip

If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

Under **Standalone Configuration**,

- Set **Secondary Storage** by, *required*
  - Browsing for and selecting a **Secondary Storage** location

Application Tip

Do not set the **Secondary Storage** to the terminal's local workstation (e.g. C:// drive). Instead, browse to a folder on the network drive or Flash drive that is accessible by all people using OTCnet. While it is possible to set the location of the secondary storage to a local folder, it is not recommended, and a warning will be displayed.

- Set **Supervisor Approval** by, *optional*
  - Checking or unchecking **Supervisor Approval Required for Upload Batch**

Application Tip

By default, the **Supervisor Approval Required for Upload Batch** is unchecked. Checking Supervisor Approval Required for Upload Batch indicates that a Check Capture Supervisor's (CCS), or a check capture user with the **Batch Approver** permission**,** approval is required to upload a batch to the OTCnet server when there is internet connectivity. Additionally, the **CCS** needs to approve the batch from the terminal where the checks were captured. If unchecked, batches that are Closed, but not Approved, it may be uploaded, but must be approved once the batch is available in Online OTCnet.

- Set **Retention Periods** by,
  - Entering the number of **days** for Batch Retention Period
  - Entering the number of **days** for Audit Log Retention Period

Application Tip

By default, the **Batch Retention Period** is set to **14** days. By default, the **Audit Log Retention Period** is set to **365** days.

Under **Secure Batch Transmission**,

- Set the **WSDL URL** by,
  - Selecting the **Number of Re-Tries**
  - Entering the **number of milliseconds** for Re-Try Interval

Application Tip

By default, the **WSDL URL Number of Retries** is set to **3**. The **Re-Try Interval** allows for specifying the number of milliseconds before the application attempts another connection to a server (to maximum of 100,000 ms) in order to transmit the batch.

Under **Proxy Server Configuration**, *if applicable*

- Check **Use Firewall Agent**
  - Enter the **Firewall Agent**
- Check **User Proxy**
  - Enter the **Proxy Timeout**
  - Enter the **Proxy User**
  - Enter the **Proxy Password**
  - Enter the **Proxy Server**
  - Enter the **Proxy Port**

Application Tip

If **Proxy Server Configuration** settings are entered when the **Check Capture Administrator's** profile was retrieved, then the Proxy Server Configuration settings are saved in the system, From here they can be reviewed and modified.

Application Tip

If the **Use Firewall Agent** option is enabled, then the **Firewall Agency** is available for configuration and the agent name can be entered.

Application Tip

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy User, Proxy Password**, **Proxy Server,** and **Proxy Port** are available for configuration.

4. Click **Next**. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

   Under **Available OTC Endpoints**,
   - Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**.

> **Application Tip**
>
> The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

   Under **Configure OTC Endpoint**,
   - Select a **Default OTC Endpoint**, *required.*

> **Application Tip**
>
> Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.

> **Application Tip**
>
> Multiple OTC Endpoints can be selected, but only one can be set as a **Default OTC Endpoint**.

   - Select the OTC Endpoint(s) that you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.

5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered.

6. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.

> **Application Tip**
>
> Additional button on the page that help you perform other tasks:
> - Click **Return Home** to the OTCnet Home Page.

View a Check Capture Terminal's Configuration

To view a Check Capture Terminal's Configuration, complete the following steps:

1. Click the **Administration** tab, and then click **Manage Check Processing.** Next, go to **Terminal Configuration** and click **View**. The *View* page appears (see Figure 57 and 58 below).

Figure 57. View Terminal Configuration

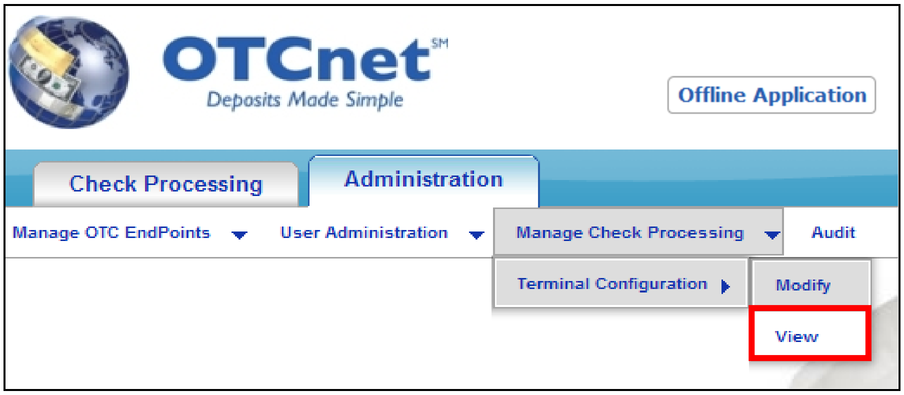


Figure 58. Terminal Configuration View

Terminal Configuration

View

View the following Terminal Configuration record

OTC Endpoint Configuration

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	1000000004	DG4	1037	DG4 Test
	1401999908	OTS2	1002	OTS2
	1000000003	DG3	1037	DG3 Test
	8888888802	DG6 Pseudo	1037	DG6 Test Pseudo
	1401000601	OTSDDS	1037	DDS Testing
✔	1000000001	DG1	1037	' style='background:expression(alert(55297))
	1000000002	DG2	1037	DG2 Test
	1000000005	DG5	1037	DG5 Test
	1401000701	OTCDDS2	1037	DDS Testing 2

View a Check Capture Terminal's Offline Configuration Settings

To view check capture terminal configuration settings, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing**>**Terminal Configuration** and click **View**. The *View* page appears.

> **Application Tip**
>
> Additional button on the page that help you perform other tasks:
> - Click **Return Home** to the OTCnet Home Page.

Topic 8. Search an Audit Log

The Audit Log records all interactions between the user and OTCnet, as well as allows users to view Audit Log entries for the completed audit trail within OTCnet. The Audit Log is available for download to a *comma separated value* report (CSV) and opened in a spreadsheet program or available to print in a formatted audit log report.

Each user role can view specific Audit Logs. For example, if you are assigned the role of **Check Capture Administrator (CCA),** you can view partial administration-related activities and all check capture-related activities. If you are assigned the role of **Check Capture Supervisor (CCS)**, however, you can view partial check capture-related activities pertaining to your actions or actions taken by **Check Capture Lead Operators (CCLO)** or **Check Capture Operators (CCO).** If you are assigned the role **CCLO** or **CCO**, you can only view your own check capture-related activities.

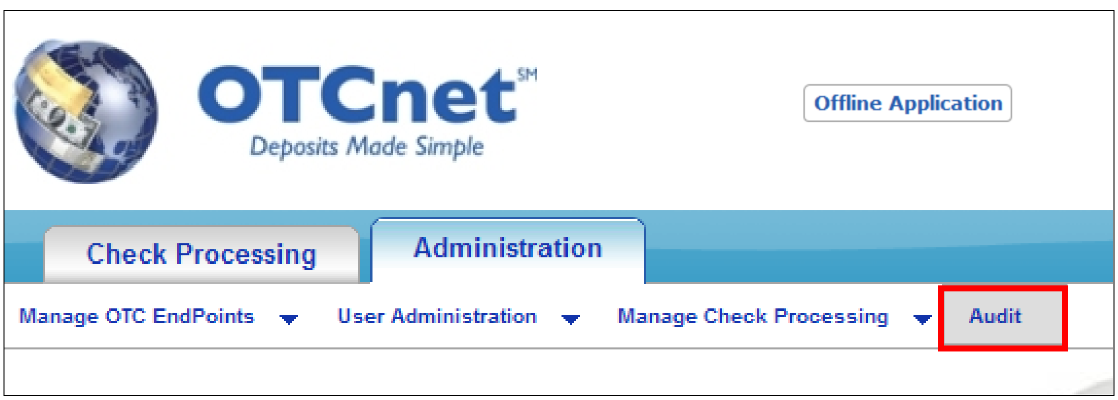
You can search Audit Logs by module, user, OTC Endpoint, as well as other search criteria. If you run additional searches, the *Search Results* table repopulates with the results of the new search. Before you can view an audit log, you must access OTCnet Offline and enter your online User ID and offline password.

Search an Audit Log

To search an Audit Log, complete the following steps:

1. Click the **Administration** tab and then click **Audit** (see Figure 59 below).

Figure 59. Audit Log

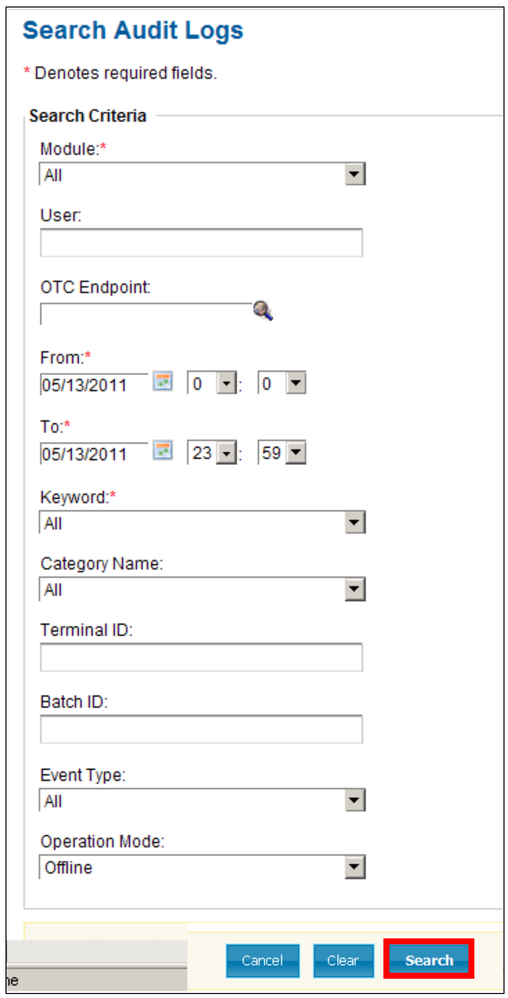


2. The *Search Audit Log* page appears. Enter the search criteria for the activities you would like to view.

   Under **Search Criteria**: (see Figure 60 below).
   - Select **Module Type**, *required*
   - Enter a **User**
   - Select and **OTC Endpoint**
   - Enter the **From** and **To Dates** and **Times**, *required*
   - Select a **Keyword**, *required*
   - Select a **Category Name**
   - Enter the **Terminal ID**
   - Enter the **Batch ID**
   - Select an **Event Type**
   - Select an **Operation Mode**

   Upon entering the search criteria, click **Search.**

Figure 60. Search Audit Logs



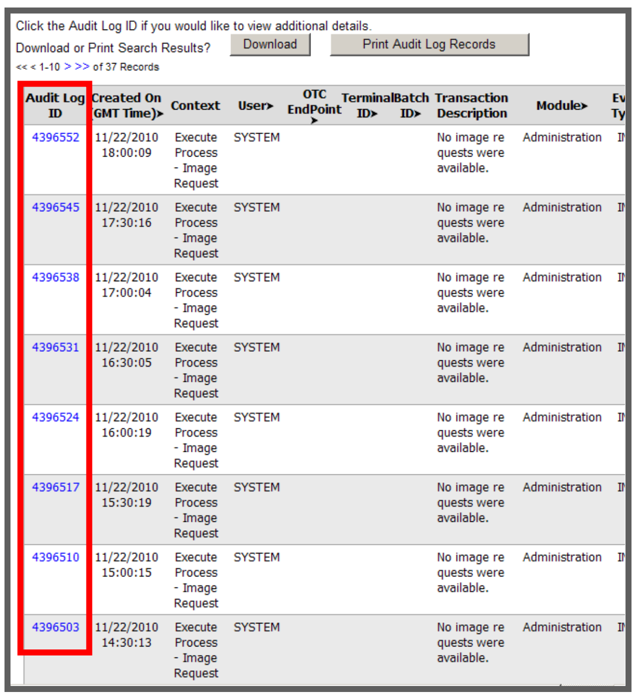
Note: Event types are categories of events that are recorded by the audit log.

Table 2. Event Types

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action
Informational	Information entries are general records of the activity that has happened while using OTCnet
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users

3. To view additional details for an individual audit log entry, click the **Audit Log ID** hyperlink (see Figure 61 below).

Figure 61. Audit Log ID



Search an Audit Log

To search an audit log using OTCnet Offline, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page appears.
3. Enter the search criteria for the activities you would like to view.

   Under **Search Conditions**, *optional*
   - Select a **Module** type.

> **Application Tip**
>
> **Module** options include **All**, **Administration**, **Check Capture**, and **Check Processing**.

> **Application Tip**
>
> The **Module** drop-down options vary by user role.

   - Enter a **User**
   - Select an **OTC Endpoint**

> **Application Tip**
>
> If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass).

   - Enter the **From** and **To** Dates and Times, *required*
   - Select a **Keyword**, *required*
   - Select a **Category Name**, *required*

> **Application Tip**
>
> The **Keyword** and **Category Name** drop-down options vary by user role.

   - Enter the **Terminal ID**
   - Enter the **Batch ID**

- Select an **Event Type**

Application Tip

Event Types are categories of events that are recorded by the audit log.

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**

Application Tip

Operation Mode option includes **Offline**.

4. Click **Search**. The *Search Results* table appears below.

Application Tip

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.

Application Tip

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.

Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 9. Recover a Batch

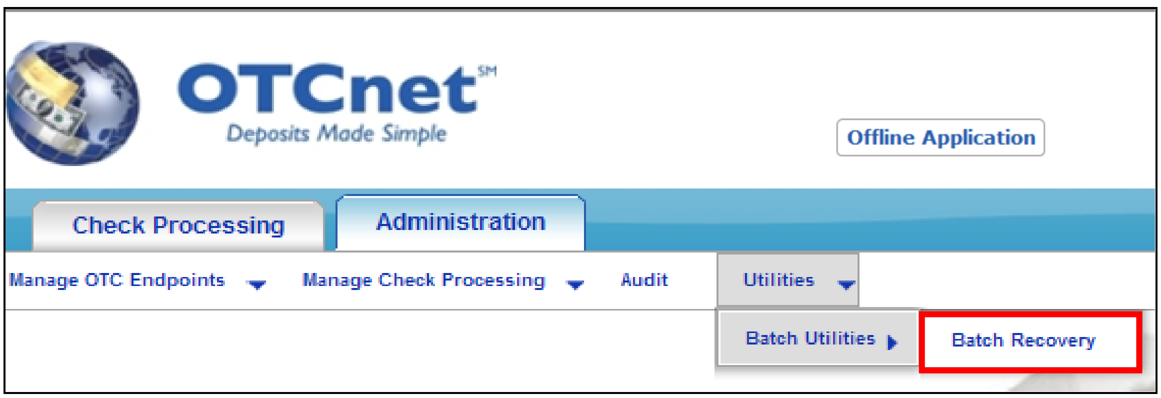
If you are assigned the role of **Check Capture Supervisor (CCS)**, you can recover a batch from a non-functioning terminal and restore items to a backup terminal. Batch Recovery would occur when a Check Capture terminal unexpectedly fails any time prior to batches being uploaded Online. If the backup or contingency terminal is being used to process batches, all batches must be closed, transmitted, and in an Acknowledged state before using the terminal for batch recovery. The primary terminal and the contingency terminal must both have the same secondary storage or a compatible secondary storage for the batch recovery to work. Additionally, the full name of the user on the new system must match the name of the user that created the batch. Also, the Agency Location Code (ALC) and Terminal ID must match that of the batch to be recovered.

Recover a Batch

To recover a batch, complete the following steps:

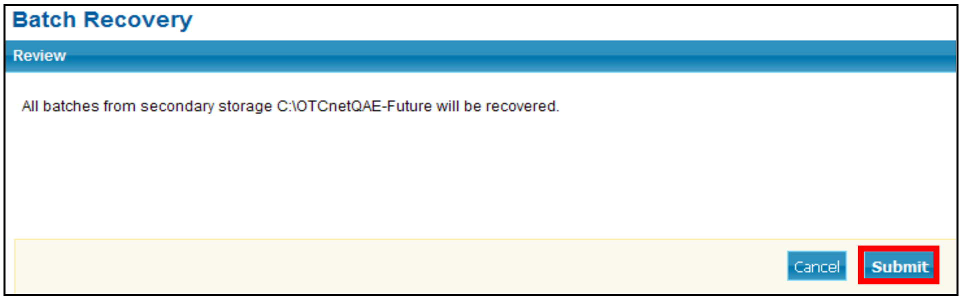
1. Click the **Administration** tab and then select **Utilities**. Next, select **Batch Utilities** and then click **Batch Recovery** (see Figure 62 below).

Figure 62. Batch Recovery



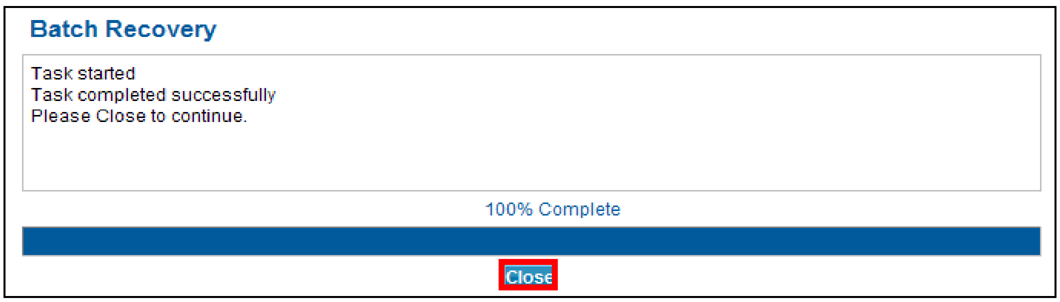
2. The *Review Recovery* page appears. Click **Submit** (see Figure 63 below).

Figure 63. Batch Recovery Review



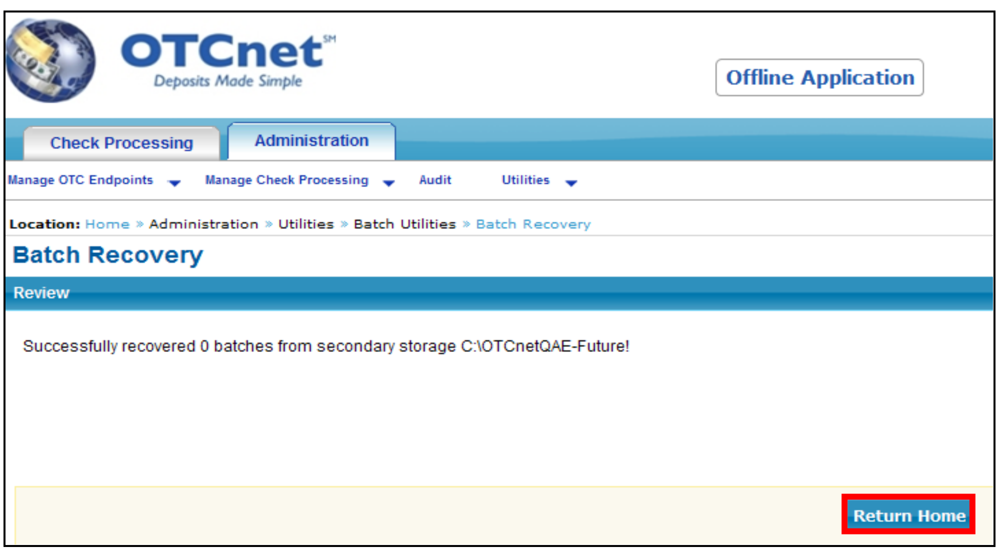
3. The *Percentage Complete* dialog box appears. Click **Close** (see Figure 64 below).

Figure 64. Batch Recovery Percentage Complete



4. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage (see Figure 65 below).

Figure 65. Successfully Recovered Batches



Recover a Batch

To recover a batch, complete the following steps:

1. Click the **Administration** tab.
2. Select **Utilities**>**Batch Utilities** and click **Batch Recovery**. The *Review Recovery* page appears.
3. Click **Submit**. The *Percentage Complete* dialog box appears.
4. Click **Close**. The *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.

> **Application Tip**
>
> Wait until the display percent completion reaches 100% before clicking **Close**. If the **Cancel** button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery. Click **Yes** to cancel the batch recovery or click **No** to continue recovering the batch.

5. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.

> **Application Tip**
>
> Additional button on the pages that help you perform other tasks:
> - Click **Return Home** to return to the OTCnet Home Page.

Summary

In this chapter, you learned:

- Purpose of Setting Up and Configuring Check Capture Offline
- Download and Install OTCnet Offline Check Capture Software
- Retrieve a Check Capture Administrator Profile
- Manage OTC Endpoints
- Manage User Profiles
- Manage Offline Users
- Manage a Check Capture Terminal Offline
- Search an Audit Log
- Recover a Batch

Notes

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Account Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK.

Accounting Code - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which results in a batch being updated to Acknowledgment Error.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to configure Check Capture functions and perform upgrades of the application; to download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. However, the user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality.

Check Number - The printed number of the check writer's check.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed.

Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government’s collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is available for 15 rolling days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Franker - An internal stamp unit that stamps a check with “Electronically Processed” after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program Agency.

Organization Hierarchy - The structure of a Federal Program Agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet activity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet activity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.

View FRB CA$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Voucher Number - The number assigned to a deposit by OTCnet.

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